

ISC/SCI EXECUTIVE MEETING

JANUARY 25, 2020

MINUTES

Participants:

Via Zoom: Jason Begy, JoAnne Burek, Margaret De Boer, Lisa Fedorak, Martin Gavin, Maria Hypponen, Alexandra Peace, Francois Trahan

Regrets: Catherine Plear, Ronnie Seagren, Stephen Ullstrom

The meeting was called to order by Alexandra Peace, Co-President, at 1:12 p.m. Eastern Time. JoAnne Burek recorded the minutes.

1. Welcome and Roll Call

Alex welcomed the participants and thanked them for their efforts.

2. Review of Agenda

The agenda was approved (**Martin/Lisa**).

3. Review of Minutes

The minutes of November 2, 2019 were approved as written (**Martin/Maria**). **Carried.**

4. Approval of Reports (Consent Agenda)

Alex thanked everyone for their work and their reports.

Regional Updates:

- a) British Columbia (Martin Gavin)
- b) Prairies (Stephen Ullstrom)
- c) Eastern (Jason Begy)

Committee Reports:

- d) Archives (Alexandra Peace for Christine Jacobs)
- e) Awards (Margaret de Boer for Mary Newberry)
- f) Bulletin (Catherine Plear)
- g) Communications (Maria Hypponen, no report)
- h) Conflict of Interest (JoAnne Burek, no report)
- i) International Liaison (François Trahan)
- j) Outreach (Ronnie Seagren for Siusan Moffat)
- k) Membership (Lisa Fedorak)
- l) Translations (Alexandra Peace)
- m) Travel Funds, Executive (François Trahan – liaison, no report)
- n) Web Administration (JoAnne Burek)

5. Items for Discussion

a. *Treasurer's Report (JoAnne Burek)*

See report.

There was discussion about the need for JoAnne to incur the cost of the bank draft for The Indexer and then seek reimbursement. The problem is that the bank is enforcing the policy that two signatures are always required, which means a trip to the bank for two people. The next treasurer may not be willing to carry the cost—in that case there will be options like having two signers in Toronto go into the bank to get drafts, or ensure that there are two signers in the city in which the treasurer lives.

Moved (Margaret/Lisa) that the expenses of \$2,148.06 be reimbursed. **Carried.**

b. *President's Report (Alexandra Peace)*

See report.

Alex reminded everyone to send her the name of someone deserving of the Tamarack award for service.

c. *Mary Newberry Mentorship Program (Margaret De Boer for Stephen Ullstrom)*

See report.

Non-payment of mentorship fee

Moved (Martin/Margaret) that the ISC pay Heather Ebbs the amount owing for her mentorship of a (former) member who is out of contact. **Carried.**

Moved (Margaret/Martin) that the mentorship fee be raised to recover non-payment and associated costs. The motion was lost.

Moved (Margaret/Lisa) that the mentee's payment of the mentorship fee be made before mentoring begins. **Carried.**

Margaret will take this motion back to the committee and thank them for the work done to date.

Call for volunteers (see "Volunteer Opportunity")

Moved (Margaret/Martin) that the call for volunteers be reviewed with the mentorship committee as it doesn't seem reasonable that mentorship should take 5-10 hours/week. **Carried.**

Moved (Margaret/Maria) to accept the proposal that the mentorship period be extended to six months (instead of two months). **Carried.**

Moved (Margaret/Jason) that the section on qualifications be eliminated from the announcement and that the URL to the mentorship web page be added. **Carried.**

d. *Central Canada Report (Margaret De Boer for Ronnie Seagren)*

See report.

On recording of monthly chats: No, we did not record the first monthly chat and we are not going to record any future ones. It was thought that recording would be of little value and would hinder discussion.

On monthly chat dates: The monthly chats have been scheduled to the end of 2020 and are posted on the website calendar.

Catherine will be asked to include in the Summer Bulletin a request for feedback on the chat dates and times. The feedback will be used to plan the 2021 schedule.

e. *Conference 2021 (Alexandra Peace)*

See report.

Margaret was asked to help come up with names for a venue person in Toronto.

f. *Conference 2020 (Alexandra Peace)*

See report.

Moved (Alex/Jason) to adopt a fee increase of \$5 over the 2018 rates. **7 in favour, 1 abstention (Lisa). Carried.**

g. *Special Projects Report: Conference Scholarships (Alexandra Peace)*

See report.

Alex outlined the plan to offer scholarships to the conference on an ongoing basis, drawing from our surplus funds.

Moved (Alex/Lisa) that the ISC offer three scholarships every second year, starting with 2020. The terms of the scholarship are as follows:

- The amount of the scholarship will be equal to the early-bird fee for the two-day conference program.
- Recipients must live at least 1000 km away from the conference venue.
- The recipients will choose from one of the three tasks to contribute to the conference: write an article, generate a list of five questions (from which the committee will choose one or two) to ask the general audience at the conference, or help at the registration desk.
- Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else.

Carried.

A conference scholarship implementation committee was formed with JoAnne Burek and Maria van Buren to perform the tasks required to grant the scholarships in 2020.

Moved (Alex/Jason) to form a Conference Scholarship Funding Committee as proposed in the report. The motion was lost.

h. *International Travel Committee (JoAnne Burek for Stephen Ullstrom)*

See report.

Moved (JoAnne/Martin) to adopt the reimbursement policies in the proposal. They are:

- That the society budget for sending representatives to two international conferences per year.

- Items to be reimbursed will include airfare (or equivalent); accommodation for the duration of the conference; conference fee, if applicable; and visa, if applicable. These items will be reimbursed at the rate of 50% of cost.
- Smaller, discretionary costs, such as meals, public transportation, taxis, travel insurance, and vaccinations, will not be reimbursed.
- Gifts for the conference hosts or ICRIS organizers, if appropriate, will be decided by the executive and will come from a separate budget line item.
- Expenses beyond the budgeted amount, or for additional conference, will be decided by the executive on a case-by-case basis.
- The budget for travel will be based on the assumption of \$900/conference, or \$1800/year. Any amount left over in the budget will not be carried over to the following year. At the same time, the \$1800 assumption will not be a cap.

Carried.

i. National Indexing Day

It was decided that we don't have the resources to make this an event.

6. Action Items

See updated list.

7. New Business

a. Letter to Berkeley Students

See report.

The executive thought that a single joint letter with ISC and ASI would not work, and that all indexing societies might be interested in having a letter for students.

Alex will speak to Heather Ebbs, who taught the Berkeley course, about how or whether it could work if students were to receive multiple letters.

b. Honorary Lifetime Memberships

See report.

Moved (Alex/Margaret) that an ad hoc committee be formed to research and recommend whether we should offer lifetime memberships, and if so, what would be the criteria for inclusion and how would the offering differ from Emeritus membership.

Carried.

The committee members are Margaret (Chair), Lisa, and Jason.

7. Next Meeting:

Budget Meeting, May 9, 2020, 1:30 p.m. ET

JoAnne will issue the full year financials around April 9. Feedback on budget items will be sent to JoAnne by April 27.

8. Adjournment

Meeting adjourned at 4:00 p.m. Eastern Time.

Consent Agenda Reports

BC Representative Report January 25, 2020

Lisa and I agreed it was best to hold separate meetings for the Island and the mainland.

There was interest in a Victoria meeting, but we had difficulty finding a mutually suitable meeting time. Five Victoria area ISC members met on December 7th. Topics discussed included the new video chats, volunteer opportunities, the conference, and embedded indexing.

Several of us are cooperating to get a discount on ordering Hazel Bell's new indexing book.

Prairie and Northern Canada Report, January 25, 2020 (Stephen Ullstrom)

There has been one prairie meeting since the last report, which was held on October 19, 2019. Turnout was surprisingly low, with just one person attending besides myself, though we still had an excellent discussion. I also later learned that a second person was trying and unable to join, due to a mistake I had made with Skype. I feel quite badly about that.

Our next meeting date has not yet been determined. As I am currently in Taiwan, I have started gauging interest in an online-only meeting, using Zoom, though we may wait until I return to Edmonton, at the end of February.

This report is for information only. No discussion necessary.

ISC – Eastern Region Report, January 25, 2020, Jason Begy

For this meeting I have two events to report on.

The first was a small gathering in Montreal in November. It has been difficult to get people to come out for meetings over the past few months, and as such I'm hoping to conduct some regional meetings over Zoom this year. I am hopeful that these will drum-up more interest given the lower time commitment, and the possibility to meet people that we wouldn't normally be able to outside of the conference.

In early January we had the first membership-wide Zoom video chat. There were some technical issues at first: Zoom was configured to require the moderator to let people into the chat, but I did not realize this, and Zoom was not notifying me that people were trying to sign-in. I therefore spent a few minutes wondering where everyone was until Lisa and JoAnne saved the day! The discussion itself went fairly well, and I think this format works better than the previous chat-only sessions.

Prior to the chat I had fleshed-out the List of Topics document in the “Regional Reps” folder. The idea was for the moderator to have some prompts ready-at-hand in case the discussion stalls, and I did draw on it once or twice. Afterwards I removed the topics that I already used, since I believe Ronnie is up next and she was unable to attend the previous, and therefore would not know which topics were covered.

After the meeting ended we had a brief post mortem and I believe the technical issues have been addressed.

Respectfully Submitted

Jason Begy

ISC Archives Project

1. Intern Nathalie Malaket has been on leave, but expects to start back on the job the week of January 20, the start of her winter semester.
2. The following announcement with accompanying picture appeared in the Fall 2019 issue of the Bulletin. It was eye-catching and we had hopes that it would generate some contacts. Unfortunately, Carlisle received no responses to it. The plan now is to start contacting past executive members individually to find out what they have on hand, if anything. An issue is that some are no longer with ISC/SCI, but with any luck we will be able to track down a number of them. Natalie will be able to help with extracting lists of executive members from the *Bulletin*.

ISC/SCI Bulletin 41:3 Fall, 2019, p.15

ISC/SCI Archives Committee

The ISC/SCI Archives Committee has been reconstituted and, with the help of an intern studying archives and records management, we have been working through the inventory of approximately 15 boxes of records that, thanks to Peter Greig in Ottawa, were kept from the early years of the Society. It has been very interesting to read about the roots of the Society ca. 1974.

We are trying to get a handle on what print and electronic records are out there from approximately the mid-eighties onward, scattered among various members. The committee is interested in anything to do



with ISC/ SCI—conference planning info, photographs, meeting minutes, committee deliberations, executive discussions, brochures ...

If you have sat on the executive and/or been on a committee and have kept documents of any type, please send us a brief description of the type (e.g., meeting minutes, conference publicity) and form (e.g., electronic, email, print) of the documentation you have to Carlisle Froese, at cfroese.edits@gmail.com. She will gather and organize the information so that we can analyze it.

Thanks in advance for your help!

Reporting for the Archives Committee,
Christine Jacobs

Ewart-Daveluy Indexing Award Committee (Mary Newberry)

Committee members

Audrey McClellan agreed to join the committee. It was decided that an additional member was useful since Christine Jacobs dropped off after filling in for an additional term and Noeline took her place. This will mean that when Noeline leaves the committee (she is only committed to filling in for one term), Audrey will be in-line for Chair after Judy.

Things of note

- Call for submissions and a website announcement based on the 2019 *Ewart-Daveluy Indexing Award: Your Name Here* announcement was sent 10 December 2019
- Call for Nominations article appeared in the Fall edition of the Bulletin, in English and French
- All website materials, including application forms are up to date on the website (and tested) as of 14 Jan 2020
- **Reminder to be sent to membership before end of January**

International Liaison (F. Trahan)

- Conferences attendance: ASI (Raleigh, NC) in April: JoAnne will be our rep.

- Links to other societies' websites on Find an Indexer: At last meeting you decided that we'd consider this on a reciprocal basis with other societies. I put that offer to the other ICRIS members on 7 October and have heard nothing.
- National Indexing Day: Date? Official date for SI at inception of NID was 30 March, but changed in 2018 and 2019 because of weekends and other events. I suggest we set 30 or 31 March as the date since it's a weekday (Monday or Tuesday).
- ISC/SCI conference, June 2020: I will be in touch with other ICRIS members as soon as I receive info from the conference committee.
- Discount codes from other societies: We received a reminder from SI that discount codes are a privilege for current members. One of our members forwarded the Hazel Bell book discount codes to listservs and SI was not happy about this. From now on we'll make sure the codes go in the members area and we'll remind members too.
- Executive travel committee (Mary and Sergey): No developments. The annual amounts need to be reviewed, and the policy and procedures for determining the amount and allocating the funds need to be worked out.

Giving information for points: 1, 2, 4, 5, 6

Discussion for point: 3

Outreach Committee January 2020 (Siusan Moffat)

TIDE has been a flurry of meetings and actions. The ISC Diversity in Canadian Publishing Bursary (note new name) is ready to go and the announcement has been sent to members, community organizations, university departments and the ISC press release list. We've involved other ISC departments in this effort including Communications and Website. Many thanks to Maria and JoAnne who have put in their own labour to make the promo happen smoothly and on time.

TIDE continues to work with Paula Butler on a diversity webinar. We are hoping to host the webinar with Zoom software in early April.

TIDE will have an interview in the next Bulletin.

Publishing – Judi has finished her list of contacts for her Letters to Canadian Publishers project. She is now working with Maria to write the letter that introduces the presses to ISC and Find An Indexer. If the timing works out, we hope to be able to have an envelope stuffing “party” at the February Central Canada meeting.

Users and Usability – Kate had to resign due to health problems. No updates from Ronnie or Ann.

Technology and Skills – Pierre has no updates to report.

This is a report for information only – no discussion or motion.

Membership Report, Lisa Fedorak

Activities completed

- Membership Report to *The Bulletin* for last issue
- Worked with Joanne to develop process to identify potential volunteers
- Worked with Joanne to change language on sign up/renewal form to be clearer in Canadian vs International memberships.
- Ongoing updating of membership database (many renewals take place in January)
- Ongoing updating of membership instructions

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 January 18, 2020

Total Memberships: 106

Slight growth seen in international membership and within membership as some basic memberships converted to listed memberships.

	Jan 2020	Nov 2019	Jan 2019
Comparative Total	106	104	103
Canada	90	88	90
Outside Canada	16	17	13
Basic	32	30	33
Listed	63	63	60
Student	1	1	2
Emeritus	3	3	2
Institutional	7	7	2

(continued on next page)

RESIDENCY OF MEMBERSHIPS

	Total	Basic	Listed	Student	Emeritus	Institutional
Canada						
BC	19	6	13	-	-	1
AB	10	2	6	-	1	1
SK	2	1	-	-	-	1
MB	2	1	1	-	-	-
ON	44	12	29	-	3	3
QC	5	1	4	-	-	-
NS	2	-	2	-	-	-
PEI	1	1	-	-	-	-
NB	2		2	-	-	-
NL	1	1	-	-	-	-
Total Canada	88	24	57	-	4	6
International						
United States	15	5	8	-	-	2
Germany	1	-	-	1	-	-
Ttl International	17	5	9	1	-	2

New members since last report of November 2019

Patrick	Farrell	Toronto	Ontario
Theresa	Boudreau	Toronto	Ontario
Lise	Archambault	Ottawa	Ontario
Wendy	Savage	Beaconsfield	Quebec
Patti	Phillips	Guelph	Ontario
Emily	LeGrand	Wolfville	Nova Scotia

*Two newcomer packages sent since the last report. Nine of our current ten-copy allotment of the SI's The Indexer Newcomers Collection have been sent to new members.

Translation Polices Committee

François Trahan, JoAnne Burek, and I continue to meet monthly. We are working our way through the list of pages on the website. François has made notes about the French parts, and we examine each page to see whether it needs something in English, French, or is fine as is.

François is translating small bits of text of a sentence or less. JoAnne is updating and changing items as we find them. We are also compiling a list of items that we think may need to be sent to the translation coordinator.

This is a large project, but is benefitting the society enormously.

We assume that this will take a great deal more time, but we are at least half way through the original list of website pages, not including the posts.

This report is for information only.

Web Administration (JoAnne Burek)

Zoom

I acquired our subscription to Zoom and set it up with processes and documentation so that any member with the account name and password can schedule and host meetings. The Zoom User Guide can be found in Dropbox under “Board/Administration”.

For the last executive committee meeting in November, we used the recording feature. It worked very well—being able to play back the meeting took a lot of stress out of writing the minutes.

A monthly recurring meeting was set up for the monthly chats. This month we ran the first chat. There were some problems, until we realized that the meeting was set up so that anyone who joins the call was going into a “meeting room” and the host had to “invite them in”. The future chat meetings will be set up so that everyone who joins will immediately be on the call.

Vimeo

I set up a free Vimeo account so that we have a place to save webinar replays. The information was shared with Siusan Moffat who is working on a webinar for diversity.

New Forms

The mentorship application form was added. It collects the mentorship fee and issues emails to the parties involved.

Another form was added so that conference-goers could order tickets to our pre-conference event, the Iceberg Quest tour, before Christmas.

Translations

Working with the translation committee, many pages were cleaned up. One of the key changes was on the membership form, where we changed the membership types from English only to English and French.

This report is for information only.

Items for discussion

Treasurer's Report (JoAnne Burek)

Financial Statements

See "Financials December 31 2019.pdf". The current balance of \$38,263 is comparable to the balance in the previous year (December 31, 2018) which was \$37,752.

We collected almost \$3000 in membership fees, but there is more to come as we are still receiving a lot of renewals this month.

The major expenses were the renewal of Quickbooks for a year, *Bulletin* expenses, the deposit on the conference venue, and translations. Up to now, translations were tracked separately by purpose (website, *Bulletin*, etc.) but now I am putting them all together in its own category because I think it will give us more flexibility.

Not included in the financials are expenses for the following, for which I am seeking reimbursement.

October 27, Zoom software subscription	\$200.00
December 3, Ninja forms plug-in maintenance (\$49.50 US)	\$67.59
January 21, Bank Draft for The Indexer (1070 GBP + 7.50 fee)	\$1877.62
January 21, Postage for bank draft	\$2.85
Total:	\$2,148.06

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.

Motion: To reimburse the treasurer for payment of bills amounting to \$2,148.06

President's Report, for January 25, 2020 Executive Committee

I realized as I was getting ready to write this report, that I lot of what I do is not really presidential—it's just a function of being on a lot of committees!

At the moment, I am the liaison for Archives and am on the following committees:

- Special Projects
- Conference 2020
- Translations Policy

I chaired meetings for each of the above committees about once a month (a bit more frequently for the conference committee).

However, as president, I do meet with some of the individual members of the executive regularly: membership, communications, and the regional reps. I also worked on the following items:

- I found the constitution amendment that was passed in 2018, had it translated (noticed via the translations committee) and asked for it to be put on website.
- I wrote a first draft of a blurb about the new monthly video chats for dissemination.
- I set up a subfolder for photographs in the *Bulletin* folder in the (vain?) hope that the regional reps would place photographs of their meetings there, ready to be published.
- I helped organize a deal with Editors Canada to obtain member prices to their conference that will be held in Montréal in June. It's an international conference ... three days!
- I helped with various small details in getting the first monthly video chat going. It was great!
- I am working on getting our website page about committees updated so that volunteers have somewhere to go to see what committees we have and what might be interesting.
- I attended a meeting of the Eastern region ... that is, with Jason and Christine. It was great, but I wish we could get more people out.

I have a few things for you to know and to think about ...

3. I've started thinking about the AGM ... I'm responsible for the Tamarack Award, the Certificates of Recognition, and the Annual Report.

As a heads-up, we will be putting an annual report together to send out a few weeks before the AGM in June. So, each of you will need to write up an annual report for your area of responsibility and to alert the committees that you are liaison for. Usually, the easiest thing to do is just to look back over the reports you have already written for the executive committee meetings and cut and paste and summarize. I then take all the individual reports and compile them into a single document. We will also need a list of all the volunteers that have done anything for you over the past year to announce at the AGM.

Could you each send me a name of someone you think might deserve the Tamarack Award.

4. I responded to Sergey about his announcement of the upcoming webinar he is presenting for ASI on February 19, 2020, with a simple 'thanks for letting us know.'

Should we, as a courtesy, advertise this?

5. An author complained about an indexer that belongs to our society. I immediately wrote to say that we would look into it. I consulted with Mary Newberry and Margaret de Boer about this, then, on their advice, consulted with Heather Ebbs and Christine Jacobs. They suggested that there wasn't anything we could do, as we have no standards

or code of ethics. The author was happy to have left it with me and I took no further action. I just wanted you all to know about it.

Respectfully submitted,
Alexandra Peace

Mary Newberry Mentorship Program Report, January 19, 2020

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

1. Status of applications: Number of applications: 8

- a) Mentorships in progress: 1
- b) Mentorships completed: 3
- c) Mentorships not yet matched: 2 (one is in process of being matched; the other will hopefully be matched in the next month as well).
- d) Mentorship application on hold while mentee moves: 1
- e) Mentorship applications that did not go forward: 1

2. Work Completed

- a. Payment system is online thanks to JoAnne Burek.
- b. Program Evaluation: informal Skype conversations with mentors and mentees done in October.
- c. Part 2 of Mentorship Program article written (Linda Christian) for publication in the *Indexer* May 2020.

3. Work in Progress

- a. Recruit mentors – draft call for mentors attached.
- b. Recruit new co-coordinator –draft “volunteer opportunity call” attached.

4. Next Steps

- a. Review mentor applications – coordinate support from senior mentors as required re: applications
- b. Review and select coordinator or coordinators (I’d like to recruit two new coordinators so that I can transition out of the role in the next year. My indexing skills and confidence have improved a lot in the last half-year, so I want to start focusing more my indexing business).
- c. Advertise Mentorship program (depends on our ability to recruit mentors but goal would be to start this up before the next Conference). I can’t go to

the Conference but I can prepare the materials and deal with questions etc. If we recruit another coordinator who is going to the conference, he/she can promote it and speak to people there.

- d. Revise documentation in accordance with decisions related to the proposals I have listed below.
- e. Create a tips for mentors and tips for mentees documents.

5. Issues and concerns for Board Consideration

Alexandrea Jory has not returned any of my calls, texts or emails so she has to be replaced as co-coordinator. This is not a problem.

A more important problem for us is that she never paid for her mentorship which means Heather Ebbs has not been paid. Requesting discussion and approval from the ISC Board on these related issues as follows:

1. Proposal: that ISC pay Heather Ebbs the \$90 Alexandria owes her for the mentorship.
2. Proposal: We increase the Mentorship fees from \$100 to \$120 starting February 1. This will enable us to pay mentors \$100 even and leave \$10 for processing and bank charges plus another \$10 to recoup the loss from the unrecoverable mentee non-payment. It might also allow the program to accrue a small budget for phone calls and other small expenses as necessary.
3. Proposal: We alter our policy and make it clear in all of our documentation that no Mentorship will progress without payment up front.

Other authorizations/decisions requested:

4. Proposal: that the content of the attached draft Call for Mentors and "Volunteer Opportunity" advertisements be approved. So I can format them with the mentorship logo, have them put up on the website and disseminated through the ISC listserver; (the final version can be vetted through Stephen, I hope).
5. Proposal: That we alter program material to reflect a more realistic timeline of six months for mentorships (instead of the current two months). This issue came up in mentor evaluations.

Mentors wanted a six month maximum limit on mentorships from start to end. This change would: i) allow mentors and mentees to accommodate scheduling difficulties but still permit enough time to complete the equivalent of a two-month mentorship and ii) it would provide an administrative method for exiting the mentorship without undue awkwardness.

Volunteer Opportunity: Mary Newberry Mentorship Program Coordinator

The ISC's Mary Newberry Mentorship Program is looking for a program coordinator.

This is an exciting opportunity for someone interested in program development and in meeting new people. In this position, you would be one of two coordinators working to draft policy related to the program, recruit mentors and administer applications for mentorship.

Qualifications and Skills desired are:

- Reliability and professionalism in all interactions with people involved in the program;
- Ability to maintain confidentiality;
- Good judgment about people's capacities and needs;
- Organizational skills;
- Basic technical competence – computer literate, able to use Skype, word processors and spreadsheets;
- Willing to commit an average of 5-10 hours per week to the program.

Start date: immediately or as soon as possible

For more information about the program go to: <https://indexers.ca/resources/mentorship/> or email me, Linda Christian, at mentorship@indexers.ca

Please email your current resume or c.v. along with a short email or attached cover letter indicating why you are interested in this position to mentorship@indexers.ca

Mary Newberry Mentorship Program: Call for Mentors

The Mary Newberry Mentorship Program is looking for mentors! If you are an experienced indexer with demonstrated proficiency, please consider mentoring.

Mentoring has many benefits for the mentor:

- Learning: “The best way to learn is to teach”. You will learn even more about indexing by helping others overcome challenges and solve problems;
- Networking; building a mentor-mentee relationship can be good for business;
- Personal satisfaction; mentoring others helps develop a strong and vibrant indexing community.

Qualifications and Abilities sought:

- At least 5 years of experience indexing with demonstrated proficiency;
- Good relational skills: the best mentors have empathy for those starting out;
- Reliability and professionalism: motivation to meet commitments;
- Ability to maintain confidentiality.
- Prior teaching or mentoring experience is strongly desired but not required.

About the Mary Newberry Mentorship Program:

The program was launched in January 2019 on a limited basis. Mentor-Mentee matches are made on the basis of preferences indicated by the mentee in their initial application and career development exercise. These documents provide us with information about what skills mentees feel they need to develop, what types of material they want to index (scholarly or trade books, other media), subject areas of interest and how they see their business developing . Once matched the mentorship proceeds on the basis of a “Mentorship Agreement” which is developed by the mentee with input from the mentor. Mentorships start and end within a six month period but involve about two months of active mentoring.

We have experienced mentors that are available to assist other mentors as required.

If you are interested, please send your resumé or c.v. along with a cover letter indicating why you would like to be one of our mentors, what your own areas of expertise and interest are and how you might benefit a potential mentee. Direct your application along with any questions to me, Linda Christian, at mentorship@indexers.ca

Central Region, January 25, 2020, Ronnie Seagren

September 17 meeting:

- Anne Laughlin, former managing editor of the University of Toronto press, spoke about her experience of working with indexers.
- Margaret de Boer spoke about the Book and Periodical Council, where she represents ISC. They discussed having a directory of indexers, proofreaders, and copyeditors through the Association of Canadian Publishers and having a guest speaker at the Frankfurt Book Fair this year. They have a member hub that could include ISC information.
- Ann Kennedy reported on Word on the Street, where we had three reps and got seven sign-ups for people who are interested in indexing.

November 14 meeting:

We had a really good meeting in November at Ann Kennedy's coop overlooking Lake Ontario. We indexed together a 4-page chapter on the Métis experience of Canada's residential schools, part of the Truth and Reconciliation Report. We had a lively discussion about who would want to find what kind of information, and how best to serve those users by how we word the index entries. One of the

Ronnie has the updated spreadsheet of members and is sending out a mailing as soon as the February room reservation comes through.

For 2020 our plans are to have sessions that will appeal to both seasoned indexers and people who are new to the profession.

Upcoming meetings:

FEB 1 - Tips for your indexing business – Discussion

What did you learn (or wish you'd learned) from your first year of indexing?

What would help you get started with your business?

What's the next step for your indexing practice?

How do you start getting real books to edit? How do you reach out to publishers and authors?

The questions are endless ... but let's get started. Please bring your own questions, no matter how long you've been indexing.

MAR 7 - Indexing in LaTeX – Sergey Lobachev

Learn effective techniques to embed indexing for a typesetting system used for scholarly manuscript production, especially in fields such as science, mathematics and computer science. See how to combine your traditional indexing software (Cindex, Macrex, Sky) with special tags to create the index right in the manuscript.

APR 18 - Work routines for an indexing job - Discussion

What did you always want to know about how people approach an indexing job?
We could also do a peer review. Do you have an index you'd want us to look at? *Let Ronnie know if you do.*

MAY 9 - WordEmbed vs. DEXembed - Sergey Lobachev

Learn two ways to embed index entries in Microsoft Word documents for clients such as Cambridge. Sergey will compare the two approaches, preparing you to understand potential problems and learn to troubleshoot Word errors so you get the results you want.

JUN 27 - Our yearly celebration!

This is our annual post-conference potluck bash. It's a good way to find out what happened if you don't get to St. John's or to share what you learned if you do. Location to be announced.

Questions for discussion:

Are we recording the monthly chats?

Next year let's finalize the monthly chat dates early so we don't run into conflicts with the dates of regional meetings.

I've heard tell of a list of people who inquire about indexing but aren't members. New ones will come to me, but do we have a list of people from the past couple of years?

ISC/SCI Conference 2021, report for the January 25, 2020, executive committee meeting

Being able to announce the location of Conference 2020 at Conference 2019 was invaluable in alerting possible international attendees. People tend to make their international travel plans well in advance.

Conference 2021 will be in Toronto. As chair of the Conference 2020 committee, I have been recruiting members of the committee for next year's conference.

Three of Conference 2020 committee will be returning, with two people in the process of being approached to be on the committee. The person still needed is the venue person.

They would be part of a six-member committee. Most of their tasks are needed to be done in the second half of the calendar year, with less responsibilities other than committee meetings in the following first half of the year.

Discussion Item

Who would make a good person from the Toronto area to be on the Conference 2021 committee?

ISC/SCI Conference 2020, report for the January 25, 2020, executive committee meeting

The committee has been meeting regularly and productively. I was unable to find a chair (after more than a dozen or so calls/emails), so I am filling in. I have, however, now found a chair for next year. Work on the conference is well underway:

- People are starting to book with the venue: Murray Premises Hotel. We have an agreement with the catering company, Gypsy Tea Room.
- Lisa Fedorak has confirmed all the presenters, and we will be announcing them soon. She is now working on two workshops for the Sunday.
- JoAnne Burek has started the weekly announcements publicizing various aspects of the conference and location.
- Frances Curry has worked on a full-page ad in the *Indexer*, and is starting to gather information for the program. Frances is also in touch with someone who may be able to take over from her as this is (sadly, but understandably) her last year.
- Trine Schioldan tasks are numerous at the moment, but will subside soon. She has done or is doing the following:
 - found an exciting Thursday evening activity: a two-hour boat tour with the possibility of seeing puffins! whales! and icebergs!
 - made suggestions for two restaurants for the Thursday evening dinner
 - is now researching places for the banquet
 - was able to obtain paper bags for each attendee from the legislature
 - is also looking into places for a post-conference event on the Saturday evening
- Nancy Willis is working on registration, and various other essential tasks: taking excellent notes at the meetings, researching a puzzle with a topic related to next year's conference. Nancy's time of heavy responsibility comes nearer to and at the conference!
- We have determined the schedule for the Thursday before the conference proper. See below for a tentative schedule, including the time of the executive committee meeting.
- The budget has been tentatively revised and is below. Last year, the fees were increased and made uneven. This year, at the suggestion of the treasurer, the fees were returned to multiples of five, but with an increase of \$5 over 2018.

We have been working hard on revising and adding to the documentation. Alicia Peres, Conference 2018 and 2019 programming chair, created a wonderful set of documents that Lisa is using and adding to. We are all adding to the handbook, and a calendar of tasks has been added to the documentation.

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

I move that the executive committee accept the recommendation of the Conference 2020 2020 01 25 report including the suggested fee structure in the conference budget.

Thursday Activities

	Thursday boardroom (King suite)	Thursday, extra room booked
9:00–11:00	bag stuffing	conference committee meeting
11:00–2:00		executive committee meeting lunch delivered at 12:30
2:00–3:45	ICRIS Mtg	Fireside Chat for Newbies
3:45–4:00		
4:00–6:00	Ice Quest Boat Tour	
6:00–6:30		
6:30	dinners at two restaurants	

ISC/SCI Conference 2020
revised, January 2020

Revenue

	Fees (\$)	Attendees*	Total (\$)
Early Bird, 2 days	290	22	6380
Early bird, 1 day	155	1	155
Students, 2 days	155	1	155
Regular, 2 days	330	2	660
Regular, 1 day	180	2	360
Non-Member	380	2	760
Free, ICRIS **	0	3	0
Free, presenters	0	9	0
Free, president	0	1	0
Free, conference chair	0	1	0
 Total Registration		 44	 8470

* estimated

Expenses

Meeting room and catering	\$4,969
AV equipment rental	200
Speaker thank you gifts	250
Bags and swag	400
Reception/after party	300
Handouts	50
Printing (program, banquet tickets, maps)	200
PayPal fees	350
Speaker (flight, hotel, and honorarium)	1000
 total expenses	 \$7,718.60

Income less Expenses

\$751

ISC/SCI Special Projects Report: Conference Scholarships

After examining various other organizations scholarships and after much discussion, the Special Projects Committee is recommending that ISC/SCI create a set of scholarships for people to attend the conference as follows.

Why

Part of the ISC/SCI mission is to provide a means of communication among individual indexers and to improve indexing techniques.

We believe that the annual conferences is an excellent way for the organization to fulfill these parts of its mission.

The executive committee believes that the conferences are particularly beneficial for people new to the indexing field and asked the special projects committee to develop this scholarship.

When

Because the conference is held in central Canada (Toronto, Ottawa, and Montréal) every other year and because transportation to these places is easy, the scholarships will not be given out in these years.

The scholarships will be given when the conferences are off centre, that is, the coasts or smaller centres east and west of central Canada and more difficult and expensive to get to.

Funding

After a membership survey and some discussion, the committee suggests giving three scholarships and making the amount of the scholarships exactly the amount of a member's early-bird two-day conference fee.

Thus, the Special Projects Committee suggests spending about \$1000 every other year for about six years for a total expenditure from the ISC/SCI funds of \$6000 over a span of about twelve years.

During this time, the Committee suggests doing various things to raise money specifically to generate a sustainable conference scholarship fund so that the conference scholarships can continue.

Some suggestions for this include having a checkbox to add a donation on their membership renewal form, setting up a donation box at the conference, and, if necessary, striking a fund-raising committee.

Criteria

All applicants must live at least 1000 kms from the conference city. This scholarship is very specifically to help people who cannot get to the conferences because of distance and expense.

Anyone outside the 1000-kilometre limit can apply. However, there will be boxes on the application form to indicate whether the applicant is a new indexer or one who has never been to a conference before. Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else.

New Indexer

A new indexer is defined as someone who has taken an indexing course within the past five years or equivalent.

Requirements

What will we require of the winners to help them be engaged? We suggest offering the following three options from which recipient can choose: write an article, generate a list of five questions (from which the committee will choose one or two) to ask the general audience at the conference, or help at the registration desk.

Timeline

The Special Projects Committee suggests that the executive committee strike a Conference Scholarship Implementation Committee. Maria van Beuren (from the Special Projects Committee) has very kindly volunteered to be on this committee initially to aid in continuity. One other person is needed.

The implementation committee will then perform the following tasks:

- generate an application form
- publicize scholarship (in conjunction with communications)
- gather applications
- make decisions
- let applicants know
- let the executive committee, the conference committee, and the treasurer know
- publicize the results to membership (in conjunction with communications)

Respectfully submitted on behalf of the Special Projects Committee

Maria van Beuren

Ronnie Seagren

Siusan Moffat

Alexandra Peace (chair)

I move that the executive committee approve the recommendation of the Special Projects committee to create a scholarship for three people to attend the ISC/SCI conference every other year (with the conditions below, and a cost of about \$1000 every other year for a total over the span of six years of about \$6,000.

ISC/SCI Conference Scholarship

The scholarships will be given when the conferences are off centre, that is, the coasts or smaller centres east and west of central Canada.

Three scholarships will be given in a year for exactly the amount of a member's early-bird two-day conference fee.

All applicants must live at least 1000 kilometres from the conference city.

Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else.

The recipients can choose from one of the three tasks to contribute to the conference: write an article, generate a list of five questions (from which the committee will choose one or two) to ask the general audience at the conference, or help at the registration desk.

I move that the executive committee strike a Conference Scholarship Implementation Committee to implement this scholarship of two people, with Maria van Beuren as one of the first coordinators.

ISC/SCI Conference Scholarship Implementation Committee

The implementation committee will perform the following tasks:

- generate an application form
- publicize scholarship (in conjunction with communications)
- gather applications
- make decisions
- let applicants know
- let the executive committee, the conference committee, and the treasurer know
- publicize the results to membership (in conjunction with communications)
- find two coordinators for the next scholarship implementation

I move that the executive committee strike a Conference Scholarship Fundraising Committee to develop ideas to raise funds to keep the conference scholarships available after the current funding suggestion runs out.

ISC/SCI Conference Scholarship Funding Committee

This committee will design various fund-raising ideas and activities to raise funds that will enable the society to keep giving conference scholarships after the current funding is finished.

Ad Hoc Committee on International Travel, January 25, 2020 (Stephen Ullstrom and JoAnne Burek)

The purpose of the committee is to develop a policy and procedures regarding reimbursement for travel to international conferences. The committee was originally established on November 3, 2018, and was then reconstituted November 2, 2019, after the executive realized that reimbursements were being determined on a case-by-case basis and that the society lacked a clear policy.

The policy will address the following:

- What types of costs will be reimbursed
- What percentage of costs will be reimbursed
- How many conferences will be reimbursed in a budget year
- Given that travel costs are highly variable from trip to trip, what is our approach to budgeting for international travel

Notes and observations

- Members who travel as an international representative are obligated to attend the ICRIS meeting as well as the full conference, which can mean arriving a day early, and to write an article for the Bulletin.
- It is a priority for the International Liaison or representative to attend the ICRIS triennial meetings. However, triennial meetings should not be treated exceptionally with regard to reimbursement.
- Given the small size of our society and our profession worldwide, and given how much we benefit from our international connections, through The Indexer, having international speakers at our conference, and from indexing software and courses which are developed elsewhere, we recognize that it is important to maintain good relationships with our sister societies, though we do not need to attend every conference every year.
- Through attending the ICRIS meeting, the conference, and the networking that accompanies these, the international representative is both benefiting the society and receiving personal benefit.
- Partial reimbursement makes it financially easier for the society to send representatives to multiple conferences in a year.
- Conference fees have historically been waived by host societies. The International Agreement was recently amended so that societies may now charge a fee. In 2019, SI levied a surcharge, which ISC covered, though we don't know yet if that was an exceptional situation or what other societies may do in the future.

- The remaining costs under consideration are airfare (or equivalent) and accommodation. To date, reimbursement has been at the discretion of the representative and the society, with a recent rule of thumb of 50% (another reason why we need a written policy). Certain countries, like China, may also require a visa.
- Smaller, discretionary costs, like meals, public transportation, taxis, travel insurance, and vaccinations, were usually not reimbursed. Gifts for the conference hosts or ICRIS organizers, if deemed appropriate, can come from a different budget line item, such as the “extraordinary expenses” fund.
- Feedback from past and current international liaisons suggest that the most common conferences to attend are the ones in the US and UK, which are also the closest and cheapest. Still, the triennial rotates among the societies around the world, and an opportunity will arise for a representative to attend a conference further away, so we should anticipate that actual costs will vary from year to year.

Budgeting for travel costs

Estimating the dollars

Conference costs vary widely depending on the location of the conference and the home location of the member who is attending.

A table of cost estimates was developed by surveying airfares between cities across Canada (from Victoria to St. John’s) and several representative conference locations—Sydney (Australia), London, Dublin, Frankfurt, Amsterdam, and four cities in the US (Cleveland, Scottsdale, Fort Lauderdale, and Las Vegas). We assumed that other more distant locations (such as South Africa and China) will have similar higher costs as Sydney. The goal was to obtain estimates for maximum and average airfare costs.

A similar table was developed for accommodation costs (hotels and hostels) in each of the locations.

The estimates are summarized below:

	Estimates					Budgeting	
	ANZSI	SI	Europe	US	Average	Reimbursement	
Air fare							
Average	\$ 1,580	\$ 800	\$ 1,070	\$ 490	\$ 985	50%	\$ 493
Min	\$ 1,350	\$ 750	\$ 1,000	\$ 390			
Max	\$ 1,800	\$ 870	\$ 1,130	\$ 630			
Hotels/Hostels							
Hotel per night	\$ 260	\$ 270	\$ 240	\$ 250			
Hostel per night	\$ 150	\$ 170	\$ 180	\$ 110			
Average hotel/hostel	\$ 205	\$ 220	\$ 210	\$ 180			
4 nights hotel/hostel	\$ 820	\$ 880	\$ 840	\$ 720	\$ 815	50%	\$ 408
Total	\$ 2,400	\$ 1,680	\$ 1,910	\$ 1,210	\$ 1,800		\$ 900

Under these assumptions, the average cost of airfare plus accommodation for a conference is \$1,800.

A policy of reimbursing 50% (as shown above) would cost an average of \$900 per year per conference.

Budgeting experience - 2019

In previous years, the budget for international travel was set at \$2000 per year, even in 2019 when we had a budget deficit. The approval of the deficit was contentious for the executive: the bank balance is large enough to absorb deficits for years ahead, but at the same time we didn't want to be reckless and continually "live beyond our means."

Suggested budgeting and cost management approach

As the table shows, the cost of each conference is significant in magnitude and the range of cost is wide and unpredictable. We propose that instead of budgeting dollars, we budget for the number of conferences, and use \$900 per conference as the average cost.

If the executives want to present a balanced budget, "number of conferences" can be a lever. Then if during the year we want to fund additional conferences beyond the budget, we could look to the "extraordinary expenses" fund.

Suggested Policy

- That the society budget for sending representatives to two international conferences per year.
- That the budget be based on an estimated \$900 per conference, or \$1800 total.
- Items to be reimbursed will include airfare (or equivalent); accommodation for the duration of the conference; conference fee, if applicable; and visa, if applicable. These items will be reimbursed at the rate of 50% of cost.
- Smaller, discretionary costs, such as meals, public transportation, taxis, travel insurance, and vaccinations, will not be reimbursed.
- Gifts for the conference hosts or ICRIS organizers, if appropriate, will be decided by the executive and will come from a separate budget line item.
- Expenses beyond the budgeted amount, or for additional conference, will be decided by the executive on a case-by-case basis.
- Any amounts left over in the budget will not be carried over to the following year.

Resolution

That this report and suggested policy be discussed and adopted by the executive as the official ISC/SCI international travel policy.

New Business

Joint Student Letter with ASI to Berkeley Students

While I was discussing the student letter (that JoAnne Burek created and that we have been sending out for three years) with Heather Ebbs, she suggested that she would have loved to send one out to her students at Berkeley.

We had never done that, as the course is in the US. We only sent letters to institutions in Canada. However, many Canadians take the Berkeley course.

I approached Jennifer Spanier (ASI president) in the fall to see whether ASI would like to send a letter as well. That is, both ASI and ISC/SCI would send letters together to the instructors who would then send the letters to the relevant students (that is the ASI letter to the US students, and the ISC/SCI letter to the Canadian students).

She took this to her board, and they suggested that it would be easier if we sent a combined letter.

Our letter is attached.

Should we suggest our letter as a basis for the combined letter? Or should we suggest that the letters are so specific to each country that they would be best kept separate?

May 2019

Dear Indexing Student:

Congratulations on your decision to learn indexing! At this time, you may be feeling excited, bewildered, or both about your course.

You may be learning indexing as part of your program. Or perhaps you are going to make a career as an indexer. Whatever brought you here, we would not be surprised if you've never met an indexer in your life. And that's why we're writing to you.

We're the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI), Canada's professional society of indexers. We would like to tell you about the many indexing resources available to you to round out your studies and help you in your career.

Resources

The ISC/SCI's mission is to encourage the production and use of indexes, promote the recognition of indexers, improve indexing techniques, and foster communication among individual indexers across Canada. Our vision is "Accessible information; informed people."

We fulfill our vision and mission by providing the following:

Indexers.ca

On our [website](#), you'll find

- the list of reference books that indexers use to solve their indexing conundrums;
- links to the three major indexing software programs;
- advice we give to authors about hiring an indexer;
- links to join discussion groups, forums, and special interest groups covering a wide range of topics, such as unusual indexing situations, specialty subject matter, and professional etiquette;
- back issues of the *Bulletin*, the newsletter of the ISC/SCI;
- links to our affiliated indexing societies in the US, England, Netherlands, Germany, Australia and New Zealand, South Africa, and China; and
- links to more indexing resources.

Regional meetings

From time to time, our regional groups have meetings and get-togethers to talk about indexing and the freelance business lifestyle. These meetings are typically open to everyone and are announced on the website calendar. There may be an upcoming event in your area.

To find out more about attending a regional meeting or to speak to a representative in your area, contact:

- British Columbia: bc_rep@indexers.ca
- Prairies and Northern Canada: prairies_rep@indexers.ca
- Ontario: central_rep@indexers.ca
- Quebec and Maritimes: eastern_rep@indexers.ca

National Conference

Each year, we hold our national conference in a different Canadian city. Conference presenters come from around the world to speak on a range of topics from indexing matters to running your freelance business. Visit the conference page <https://indexers.ca/annual-conference-2/> to find out more.

Student Membership

Students who are serious about earning an income as an indexer benefit from becoming a member of the Society. If you are enrolled full-time in a college, technical institute, or university, a special student rate is available to you.

As a member, you will:

- Be eligible to join our ISC/SCI discussion group and online chat forums and learn from the collective experience of our fellow members.
- Stay current with the ISC/SCI *Bulletin* published three times a year.
- Improve your skills with members-only resources on the website.
- Be eligible to promote your services with a listing in the Register of Indexers Available at <https://indexers.ca/find-an-indexer/>.
- Locate your fellow members in the membership directory.
- Get the world perspective in *The Indexer*, the international journal of indexing, mailed to you four times a year.
- Receive membership discounts on the national conference, the *Information Today* book series, and the conferences, webinars, and publications of our affiliated societies.

Contact

“You’re an *indexer*? I didn’t know that was a ‘thing!’”

If you’ve heard that before, then you know that the indexing community is not a large one. But we are closely connected, and vested in each other’s success—including yours.

Whether indexing for you is a one-time course or your career direction, we invite you to connect with us. You’ll find our social media links—Facebook, LinkedIn, and Twitter—on our website. You can also send us a note through the website’s Contact page. We would love to hear from you.

Wishing you a great learning experience and career success!

Alexandra Peace
presidents@indexers.ca

JoAnne Burek
communications@indexers.ca

Emeritus and Lifetime Memberships

For discussion January 25, 2020

From Membership Secretary, Lisa Fedorak

We currently have an Emeritus Membership for \$50/year with 4 members at this level. There are no guidelines regarding who is eligible for the membership and I ask that we develop some. I believe to date it has been indexers who have been with us for many years and are now retired.

While seeking out guidelines for the Emeritus Membership, an Honorary or Lifetime membership was raised by some I spoke with. There was confusion regarding the difference.

In addition to some guidelines regarding an Emeritus Membership am suggesting we consider implementing an honorary or lifetime membership to recognize members for their outstanding and committed work to the society and the profession of indexing. Lifetime or Honorary Membership would be for the rest of the memberships life at no cost to them.

Contextually, we have members who have been with us since 1977. We have recently had a member who has been with us since 1981 leave due to retirement. They aren't renewing at the Emeritus Level. The membership who have been with us the longest range from 1977 – to 1999. There are 9 in this range.

Some initial thoughts I have on the idea:

It would be determined by the length of membership and/or work they have done with the society and/or the indexing community (teacher, author of books, technology developer etc).

Options could be:

- Automatically given to members after a certain amount of years of being a member (25-30). The Society needs to track the members information to do this and we do have the join date for all members. The Society would need to be administering this and it would be an additional duty for the Membership Secretary.
- Members are proposed or nominated either by the Executive, the membership, or themselves. The Exec would vote on these memberships.
- There should be guidelines established to help determine who is eligible to avoid situations where members who have been involved for many years are not recognized due to their current lack of activity (after decades of being involved or starting the organization).

Guidelines as examples

- ISC/SCI Member for 30 years
- ISC/SCI Member for ___ years and ___ years volunteering with ISC/SCI
- ISC/SCI Member for ___ years and ___ years in the indexing community teaching
- ISC/SCI Member for ___ years and ___ books written