

ISC/SCI EXECUTIVE (BUDGET) MEETING

MAY 9, 2020

MINUTES

Participants:

Via Zoom: Jason Begy, JoAnne Burek, Margaret De Boer, Lisa Fedorak, Martin Gavin, Alexandra Peace, Ronnie Seagren, Stephen Ullstrom, Francois Trahan

Regrets: Catherine Plear

The meeting was called to order by Alexandra Peace, Co-President, at 2:15 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 after the consent agenda was corrected to include only Membership and BPC reports **(Martin/Lisa)**.

3. Review of Minutes

The minutes of January 25, 2020 were approved as written **(Lisa/Martin)**. **Carried.**

4. Approval of Reports (Consent Agenda)

Committee Reports:

- a) Book and Periodical Council (Margaret De Boer)
- b) Membership (Lisa Fedorak)

5. Resolutions passed by email since January 25, 2020

That JoAnne Burek, as Treasurer, be reimbursed \$1906.59 for payment for The Indexer.

The AGM will be held via video conference on June 12.

6. Items for Discussion

a. *Executive Travel Policy*

See report.

Moved (Fran ois/Ronnie) that the Executive Travel Policy be adopted as written.

Carried.

Fran ois will convey the executive committee's thanks to Sergey Lobachev and Mary Newberry for their work on this report.

The report will be added to the policies folder in Dropbox.

b. *Emeritus/Honorary Lifetime Memberships (Jason Begy)*

See report.

Moved (Ronnie/Martin) that the Emeritus/Honorary Lifetime Memberships policy be adopted as written. **Carried.**

Lisa will work with Christine Jacobs to build profiles of selected longtime members.

Lisa and Alex will modify the Membership job description to include documenting member activities on their profiles.

Alex and Lisa will each solicit a quote from designers for the design of an emeritus graphic and certificate.

The goal is to produce the certificates in time for the AGM on June 12.

c. Membership Fee Relief (Alexandra Peace)

See report.

It was decided that we should wait at least until we survey the members before taking action. We will raise this again in the executive meeting in the fall.

d. Book and Periodical Council Report (Margaret De Boer)

See report.

Any communications going to BPC will be reviewed by Margaret, as the rep for BPC, first. We will upload our communications to the BPC folder in Dropbox and send Margaret a note.

e. Zoom Meetings (Alexandra Peace)

See report.

It was decided that we are ready to make Zoom available to committee chairs for their meetings. JoAnne, as web administrator, will keep a list of the names of people who have access to our Zoom account, and be responsible for granting access and sending instructions.

f. Monthly Video Chats (Alexandra Peace)

See report.

Ronnie will collect responses from Central Region and from the *Bulletin* about alternative times for the monthly chats.

g. Special Projects (Alexandra Peace)

See report.

Moved (Alex/Ronnie) that the amount of the initial bursary (budgeted for last budget year but will be spent in the current budget year) be changed from “maximum of \$1500” to “tuition fees for an indexing course, two years of listed membership, and one mentorship session, estimated to not exceed \$1700.” **Carried.**

Moved (Alex/Ronnie) that the bursary committee offer a second bursary in this budget year on the same terms and for the same amount as the initial bursary above.” **Carried.**

Ronnie will remind the bursary committee that the second bursary is not approved until the membership approves the budget at the AGM in June.

h. Financials (JoAnne Burek)

See quarterly financials as of March 31.

The executive committee participated in a line-by-line review of the budget assumptions and figures and adjustments were made to everyone's satisfaction. The final layout of the budget will be worked on and sent to the executive members for review and approval.

6. Action Items

Not done.

7. Announcements and Reminders

Ronnie reminded us that Sergey is giving a presentation at the Central Region Meeting via Zoom on May 23.

AGM reports are due to Alex by May 13

7. Next Meetings:

Annual General Meeting: June 12, 2020

Executive Committee Meeting: July 4, 2020, 1:30 p.m. ET

8. Adjournment

Meeting adjourned at 5:15 p.m. Eastern Time.

Consent Agenda Reports

Book and Periodical Council (Margaret de Boer)

The Book and Periodical Council (BPC) held a Zoom meeting in response to Covid-19 on April 16, 2020.

Some roundtable notes(in no particular order) in response to the pandemic and its impacts on organizations:

- Most organizations who had a conference planned have either cancelled them or are doing a scaled-down online version. Many are ramping up on webinars as well as increased Zoom member gatherings.
- Most organizations are hosting their AGM online. One organization shared information about simplyvoting.ca in order to process motions. It requires a pre-determined slate of questions. If you want 'live' motions it would cost more. I would think our motion to approve the budget could be done with a show of hands.
- Word on the Street (WOTS) is still hopeful events will occur in the fall. They're making a final decision in June. A contingency plan may include online presentations or hosting it in Spring 2021 instead.
- Most organizations were concerned about continued grant funding, which currently appeared safe. They were aware that the Heritage Minister had announced arts funding but no details were forthcoming yet. This meeting was held this past Thursday. This past Friday PM Trudeau announced \$500 million to arts, sports, and culture funding. Some organizations maintain staff and offices so there was discussion about CERB and funding for small businesses. Cash flow was an issue for many. While grant money appeared stable, some organizations were concerned about private sector support. Comment made about funding for future recovery vs current relief funds - will need the help continued further down the road, not just now.
- It's particularly difficult for writers - huge impact. There's an emergency fund. Some book launches have moved online. Authors have been doing more 'read-alouds' online. This email will contain a link for an event this Monday, April 20.
- Most organizations were concerned about membership retention. Some are considering or planning dues relief in some form. None had made any definite decision yet on what it would look like.
- Small Canadian publishers having difficulties - no spring book launches = no revenue. Publishers connected to larger US houses seem to be okay for the moment. No information about academic presses.
- Frankfurt Book Fair: seems to be still on course. Wait and see.
- Tech Forum is offering free webinars now.
- Organizations supporting periodicals have been particularly hit hard as ad revenues and sales have tanked. Speculation that many won't survive.

- Most organizations are offering increased Zoom gatherings for their members and becoming advocates between government and members - getting funding information to them.
- Overall, compared to other organizations ISC/SCI is well positioned and ready in its response to the pandemic. We've taken important steps. We already have a strong online presence for our members which we plan to increase, we've cancelled our conference, will hold our AGM online, and have already begun to consider some sort of members dues relief. However, some organizations have better capacity to host webinars than us and are able to implement them quickly.

Membership Report, Lisa Fedorak

Activities completed

- Worked with Martin Gavin to develop a membership survey to obtain information about who the membership is and how we can serve them better
- Worked with Margaret de Boer and Jason Begy to develop recommendations regarding Honorary/Emeritus Memberships recommendations
- Communications with SI regarding *The Indexer*, tweaking procedures regarding lapsed members to have issues sent to ISC/SCI address as opposed to lapsed members
- Ongoing updating of membership database
- 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
- Send out membership survey

Membership as of April 30, 2020

Total Memberships: 106

Overall numbers remain stable, with 2 new student memberships and fewer basic members renewing. International memberships are now in Germany, South African and the United States.

	April 2020	Jan 2020	May 2019
Comparative Total	106	106	104
Canada	89	90	89
International	17	16	15
Basic	27	32	31
Listed	66	63	62
Student	3	1	2
Emeritus	3	3	2
Institutional	7	7	7

RESIDENCY OF MEMBERSHIPS

	Total	Basic	Listed	Student	Emeritus	Institutional
Canada						
BC	18	5	13	-	-	-
AB	11	3	6	-	1	1
SK	1	-	-	-	-	1
MB	1	-	1	-	-	-
ON	47	10	30	2	2	3
QC	6	1	4	1	-	-
NS	2	-	2	-	-	-
PEI	1	1	-	-	-	-
NB	1	-	1	-	-	-
NL	1	1	-	-	-	-
Total Canada	89	21	57	3	3	5
International						
United States	15	5	8	-	-	2
Other	2	1	-	1	-	-
Ttl International	17	5	9	1	-	2

New members since last report of January 2020

Emma Warnken	Johnson	Toronto, ON
Shelley	Hanninen	Sault Ste Marie, ON
Sanet	Le Roux	South Africa
Janet	Perlman	Phoenix, USA
Janine	Jeffers	Hamilton, ON
Gillian	Akenson	Kingston, ON
Jonathan	Leggo	Edmonton, AB
Nanette	Norris	Bainsville, ON
Will	Fech	Montreal, QC

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

Items for discussion

Executive travel ad hoc committee

Mary Newberry and Sergey Lobachev

[Note from recording secretary: Following is the policy content. The complete policy document (8 pages with table of contents) is in the policies folder in Dropbox]

Policies & Procedures, Proposal April 2020

Policies

- a. The subsidy is available annually to each executive member on an as needed basis, recognizing that the mandate of the fund is to
 - i. facilitate annual face-to-face meetings of all executive members, usually at the time and location of the annual conference
 - ii. assist those executive members whose budget for travel is limited (this recognizes the instability of our industry, indexers at various points in careers, multiple responsibilities, various temporary cash flow issues, etc.)
- b. The amount of the subsidy granted will be based on
 - i. Travel expenses only
 - ii. Budget submitted with application, supplying method and approximate cost of travel (the most economical, within reason)
 - iii. Up to 100% of amount requested (this can be up to 100% of travel costs).
 - iv. Amount available in budget, with priority given to those who have not attended a meeting previously
 - v. A lesser amount will be offered if the full amount is not available in the budget
- c. Policies, budgeted amount and priorities to be reviewed each year

Amount to budget annually: \$2000

1. Enough to give substantial subsidy to 2 executive members
2. It will be understood that this amount may not be used each year, but members will be encouraged to apply for it to facilitate attendance at a meeting
3. May consider reducing this amount for alternate years when the conference is held centrally and increasing it for years when it is held outside central Canada

Application process

Standard application form available in an executive committee folder

- Accessible only by the executive committee members
- Can be used only for the executive meeting coinciding with the AGM

- Applications accepted by the Executive Travel Committee Jan 1 to March 1 each year (this assumes the AGM will be held late May to early June)
- Executive Travel Committee made up of three Society members, not executive members, but with at least one who has served on the executive in the past

Application Form to include the following:

1. Date and place of meeting and place of residence
2. Proposed travel dates
3. Cost and method of travel (estimate supported by evidence, with explanation as to why travel method was chosen, for example: cheapest; disabilities demand specific type of travel; only available method)
4. Amount requested
5. Dates of last two executive meetings attended in-person, if any

Applications to be judged on the following ranked criteria:

1. Distance in time from previous in-person meeting attended, with priority given to those who have never attended a meeting in person

Amount awarded:

1. Full eligible amount (travel expenses only eligible)
2. Priority 1: Amount to be divided proportionally among eligible applicants who have never attended an in-person meeting
3. Priority 2: If there is money in the budget remaining after Priority 1 is granted, then remaining amount to be divided proportionally among remaining eligible applicants
4. Examples:

A: The budget is \$2000 and the applicants are the following:

- a. Applicant 1 - Never attended an executive meeting in person, Northern BC, air and bus, application amount \$2000
- b. Applicant 2 - Attended a meeting the previous year, PEI, air, application amount \$500
- c. Applicant 3 - Attended a meeting the 2 previous years, Southern Sask, bus, amount \$250

In this example, Applicant 1 would be granted the full \$2000.

B: The budget is \$2000 and the applicants are the following:

- a. Applicant 1 - Never attended an executive meeting in person, Northern BC, air and bus, application amount \$2000
- b. Applicant 2 - Never attended an executive meeting in person, PEI, air, application amount \$500
- c. Applicant 3 - Never attended an executive meeting in person, Southern Sask, bus, amount \$250

In this example, each applicant is equal under priority 1, and so will receive proportionate amounts. The budget is 72.7% of the total applied for (\$2750). This means each applicant will receive 54% of amount applied for.

- a. Applicant 1 - 72.7% of \$2000 = \$1454
 - b. Applicant 2 - 72.7% of \$500 = \$363.50
 - c. Applicant 3 - 72.7% of \$250 = \$182
- Total granted: \$1999.50

Some Explanations:

- i. It was decided that determining priority by those travelling the furthest distance was too complicated and not necessarily relevant - there are many factors going into the cost of travel, distance being only one factor.
- ii. It was decided that the addition of multiple priorities threatened to make the decision-making process too complex and subjective. Executive members will be encouraged to apply but to restrict their applications to the minimum

Proposal (7 September 2019)

Proposal

In point form, here is our proposal:

- b. The subsidy is available annually to each executive member on an as needed basis, recognizing that the mandate of the fund is to
 - iii. facilitate annual face-to-face meetings of all executive members, usually at the time and location of the annual conference
 - iv. assist those executive members whose budget for travel is limited (this recognizes the instability of our industry, indexers at various points in careers, multiple responsibilities, various temporary cash flow issues, etc.)
- d. The amount of the subsidy granted will be based on
 - i. Travel expenses only
 - ii. Budget submitted with application, supplying method and approximate cost of travel (the most economical, within reason)
 - iii. Up to 100% of amount requested (this can be up to 100% of travel costs).
 - iv. Amount available in budget, with priority given to those travelling the furthest distance and those who have not attended a meeting previously (order of priority not yet determined)
 - v. A lesser amount will be offered if the full amount is not available in the budget
- e. Amount to budget annually: \$1200

- i. Enough to give substantial subsidy to 2 executive members
 - ii. It will be understood that this amount may not be used each year, but members will be encouraged to apply for it to facilitate attendance at a meeting
- f. Other considerations
 - i. Restrict the subsidy to one time per person per executive tenure. Downsides of this restriction:
 - 1. Could impede the valuable work of a very active executive member who is not a high earner
 - 2. Has an implication that it is a perk for executive members, whereas the mandate is to base the fund on need
 - ii. Restrict the subsidy to first-time executive members. Downsides similar as f.i.1 (above)

Context to proposal

1. Is an Executive Travel subsidy needed?
 - a. The committee thought the use of electronic meetings was valuable. They also agreed that an annual face-to-face meeting of all of the executive was useful and worth some expense
2. What are the objectives of the Executive Travel subsidy?
 - a. Face-to-face meeting annually for full executive. There was little or no enthusiasm for subsidizing senior executive (co-presidents) attending regional meetings or for face-to-face meeting for co-presidents. Short electronic meetings were considered a good option.
3. What would the criteria be for receiving the subsidy?
 - a. Executive member
 - b. Need
 - c. Distance

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

Background

Types of face-to-face meetings to consider (*from Alex, circa 2018*)

1. One meeting per year, every exec (possibly coinciding with the conference)
2. Pres or past pres to regional meetings
3. Co-pres face-to-face 2 Xs per year
 - Estimated dollar amounts for travel:
 - Halifax to Toronto: \$400 to \$450

- Vancouver to Toronto \$590 to \$600
- Edmonton to Toronto \$530 to \$560
- Montreal to Toronto \$270 to \$300

Historically, attendance at executive meeting at conference by executive:

- 2019 Ottawa,
- 2018 Winnipeg, 8 attend in person; 2 Skype; 2 regrets
- 2017 Montreal, 10 attend in person; 1 not in person
- 2016 Chicago, 10 in person, 3 not in person
- 2015 Victoria, 11 in person, 1 not in person, 1 regret
- 2014 June, 9 in person, 2 not in person, 4 regrets
- 2013 Halifax, 5 in person, 3 not in person, 6 regrets

The following condition would apply:

- Subsidy would be for travel only (i.e., no accommodation, etc.)

Treatment by other Societies

We made an informal request for information from ICRIS, and we heard from two Societies:

ANZSI

No longer has a national representative Council, but when they did they did the following:

- not meet the expense of such travel if the cost is less than \$15.00

Subject to the foregoing paragraph the Society may reimburse the cost of travel on the following basis:

- (a) economy class air fare where travel by air is unavoidable;
- (b) public ground travel by rail or bus;
- (c) taxi fares where public transport is not available;
- (d) travel by private car at the lowest rate payable by the Australian Taxation Office. (Currently 63 cents per kilometre)

Costs must have prior approval by the Council

Also covers to attend a meeting of a branch, or branch committee, in his/her official capacity

SI

Society of Indexers has always paid travel expenses for attendance at meetings (committees as well as the Exec Board) but expect members to book well in advance and not travel at peak times, in order to get the best-value fares.

Have cut back on travel recently, using electronic communication

Past subsidies

What follows is a list of executive travel subsidies from the past, mostly drawn from memory of Mary Newberry:

- Circa early 2010s and before, when the president or a vice-president or co-presidents were not in the same city, it was our practice to pay travel expenses only (accommodation would be billeting or covered by the executive member if preferred)

for one person to the more populous place (usually Toronto) for regular executive meeting. This was carried out at least one or two times a year for a number of years, subsidizing flights from Saskatchewan to Toronto and train or car fuel from Ottawa to Toronto

- Up to early 2010s, it was our practice in principle to subsidize travel for executive members once every two years or so to gather in one place to meet face-to-face. We may have only done this in practice once or twice.
- Up to early 2010s, we may have subsidized the fuel or train travel of the recording secretary from Ottawa to Toronto on occasion
- Sergey says, “I remember couple of years ago I travelled to England, and was reimbursed in full for transportation, but I participated in the IS conference and wrote an article for the *Bulletin*. I’d say the purpose of executive travel should be meaningful.”
- François says: In October 2011, Linda Lefler and I came to your place for a meeting about the upcoming new website. I got refunded for my flight (I assume Linda did too, but I don’t know). She stayed at your house, me with a friend.

Thoughts on future subsidies (Mary & Sergey, Apr 2019)

1. Electronic communication has improved and continues to do so. We are likely investing in meeting software
2. Face-to-face meetings, at least annually or biennially, can help build cohesiveness among board members
3. A full executive often meets at conferences
4. Not all members can afford travel or to attend conferences
5. ISC/SCI conferences move across the country, meaning access improves for executive members in areas further away from population centres, giving some opportunity to meet for executive members who are unable or unwilling to spend money on travel
6. The membership is served by a strong cohesive executive —
 - a. Is this enough to justify an executive travel subsidy?
 - b. Will a travel subsidy make the executive appear more accessible and encourage more members to consider becoming a part of the executive?

What would an executive travel subsidy look like?

1. Sergey and Mary had discussed combining the three categories of executive travel: 1) travel for official ISC/SCI representation at ASI conferences and informal ICRIS meetings; 2) travel overseas for official ISC/SCI representation at conferences and informal ICRIS meetings and triennials; and 3) travel to ISC/SCI conferences. Below are the thoughts on the first two categories:
 - a. All subsidized travel should be done with an expectation of a return for the Society (strings attached), for example, an article in the *Bulletin*, to attend ICRIS informal meetings and for connections with sister societies, other outreach activities (in all cases at minimum a report to the executive would be required if not a *Bulletin* article)

- b. The amount budgeted should be enough to pay annually for the International Liaison, an executive member or someone nominated by the executive if there are no executive members available to go to the ASI conference and one other international conference
 - c. The amount of \$2000 annually generally seems sufficient, with the expectation that it would be used each year. Some years, depending on locations of conferences this may need to be adjusted.
2. Additional thoughts:
- a. We agree there should be a simple application process for any type of travel subsidy
 - b. The subsidy should not be limited to a percentage, in other words, it could cover the full amount
3. Domestic Executive Travel, for example to ISC/SCI conferences or executive meetings:
- a. As above there should be an application process, with the success of the application based on 1) availability of funds and 2) its merits
 - b. The merits of the application would be based on the value of the return for the Society (strings attached). There should not be specific criteria to be met, beyond a general statement that it should benefit the Society, but we can include suggestions as to what that could be, such as
 - i. executive members who do not find themselves in the position to pay their own way but consider it important they attend the conference because of the role they play (recording secretary, president, committee member with an important report to deliver)
 - ii. regional reps who are required to travel beyond what they are comfortable paying for themselves to organize and attend indexers' meetings
 - c. The criteria should stay broad with the granting of the subsidy left up to the judgment of a small executive committee (3 people? - 2 non-executive and the past president?).
 - d. The application and process must be simple and easy to administer

Summary of response from finance committee (27 Apr 2019)

- Cannot lump IL travel and executive travel together (see 2017 constitution, for example, as reason)
- Regional reps have their own budgets and should be considered separately
- Recording secretary is not an executive position and therefore would not be covered by executive travel subsidy

Executive Travel										
31 December Year-end						31 March Year-end				
2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

1,454	399	1,233	14	406	0	0	112	0	0	0
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Question Finance Committee recommends considering (Apr 2019):

1. Is a travel subsidy required? If yes, who it should benefit— presidents only, all board members, board members with merit, board members with need, board members who can provide return? (President already subsidized to attend the annual conference with waiving of conference fees.)

Emeritus Membership Ad-hoc Committee Report (Jason Begy, Margaret de Boer, Lisa Fedorak)

This ad-hoc committee was given the task 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. (Executive committee minutes 20200125 Item 7b)

Based on our committee discussions we offer the following recommendations and these motions:

1. adoption of an Emeritus Membership as described below.
2. request collaboration between the Membership Secretary and the Archives Committee to build membership profiles, documenting the activities of selected long-time members, using for example ISC/SCI AGM minutes and Bulletin content.
3. amend the job description of the Membership Secretary to include the documentation of member activities into membership profiles. Start date: June 1, 2020
4. solicit someone to design an emeritus graphic and a certificate.

Emeritus Membership:

Purpose:

- The Emeritus Membership will be used to recognize and honour retiring members who have made significant contributions to the Society and/or to the indexing profession.
- *Emeritus* is an honorific meant to indicate distinction and thus should be bestowed on the individual and not chosen by the individual.
- There should be no Emeritus/Honorary/Lifetime membership that one can self-select at registration or renewal time. Due to the average age of indexers, and that it is a second career for some, retirement and reduced fees for membership has the possibility to negatively impact the Society's finances.

Eligibility:

- Hard and fast rules regarding eligibility are to be avoided in the first few years and possibly after that. Eligibility requirements to be reviewed by committee in 3-5 years (from 2020) and possibly at regular intervals

Emeritus Membership Benefits:

- comes with all the discount benefits of a basic membership, minus The Indexer subscription.
- includes a special ISC/SCI emeritus graphic for their email signature.
- includes a certificate and letter listing their accomplishments.
- is free to the member for the lifetime of the member
- cannot upgrade to a Listed Membership.

Proposed Granting Process:

- Emeritus memberships should be granted by the Executive
- At Executive meetings, the Membership Secretary to bring forward name(s) of members who are retiring from the industry or are lapsing for other reasons such as health or changing location.
- Others on the Executive may also bring forward names to the Membership Secretary, if they are aware of a long-standing, contributing member who will soon be leaving the society. The Membership Secretary will research length as member in good standing and/or provide any other notes in the membership files.
- Research to be provided with the nomination that includes years of membership, volunteering details (years, committees, positions held, significant initiatives/contributions), other contributions to the indexing profession (books published, teaching at institutions, mentorship of individuals, conference / webinar presentations etc).
- There is no set number of years of service before putting a name forth, to allow for extraordinary circumstances, however it is expected that the commitment and contributions of the individual is noteworthy.
- It should be noted that as Emeritus Memberships reduce the amount of membership revenue, some thought is needed when nominating individuals to ensure the Society remains viable with enough paying regular paying members.
- When the Executive decides to bestow the Emeritus Membership on an individual, a profile will be put in the Bulletin and the Emeritus Membership announced at the AGM.

Certificate Presentation:

- The certificate will be a letter-sized certificate embossed with a gold seal, including an accompanying letter listing their accomplishments. Both the certificate and letter will be signed by the ISC/SCI president.
- Presentation is to be made at the conference awards banquet. Should the recipient be unable to attend, request a photo and a prepared thank you response from the recipient. Alternatively, a short online video presentation may be considered.

- Past recipients previous to June 2020 to be announced and presented at the next AGM using the same criteria as above.

Communications Timeline:

- Recipient is informed of award (2 months before conference early-bird conference registration deadline)
- Recipient is presented with certificate of Emeritus Membership at the conference awards banquet
- Website announcement (and press release).
- Bulletin article with recipient profile inserted in the issue following the conference.
- Bulletin article in the issue following the conference including:
 - call for nominations of retiring members who may be considered for this award.
 - request members to inform the Membership Secretary if they have plans to retire soon.

▪ *2020 05 09, Membership Fee Relief in the time of COVID-19*

- Do we offer it?
- To whom? Everyone? Just those in need?
- For how long?
-
- A suggestion was to put aside some money (how much?) as a special fund for these times and to offer it to people who are not renewing and mention that it is for those in financial need (in the president's letter).
- Another suggestion was that our reserve may be needed as fewer people renew, so perhaps best not to spend any at the moment.
-
- Editors Canada is offering three months to everyone, but asking those who can to pay.
- ACES is offering all their webinars for free.
- CIEP offered a month of membership fee relief.

Book and Periodical Council (Margaret de Boer)

The Book and Periodical Council (BPC) held its most recent member hub on February 13, 2020.

Accompanying this report is a document containing all the reports from the other associations in the Board - BPC folder: BPC member hub reports 20200213.

Some items of note for ISC/SCI:

- The BPC reminded associations to continue to send any updates to be included on the BPC website. We have a good presence on the website. Whenever ISC/SCI has any announcements, this news could come from ISC/SCI Communications or through the BPC rep. I've communicated some bits of news, but haven't always been as intentional about it. It's worth discussing and establishing a clear process.
- PR crisis management plan: There was discussion about this as it came out of the controversial author reading at the Toronto and Vancouver public library systems. After discussion a consensus was reached confirming all associations might benefit from such a plan. At a future date we will collectively begin to work on this possibly with a workshop or by some other means.
- Mentorship program: Some other associations are beginning to start the research on developing a mentorship program. We had received some resources from another association when we began our program so in an effort to 'pay it forward' ISC/SCI will be sharing some of its mentorship program documentation with two associations who have kindly requested it.
- Conference venue (Toronto): I asked whether any association had any suggestions on a conference venue. A few members suggested the St. James Cathedral Centre in the downtown core. I will offer to investigate this venue as an option and see whether the costs are viable and if the facilities are appropriate. Stay tuned.

As we think about setting a budget in the spring, there are moments when I wonder whether membership is worth it. Does BPC bring any specific benefit to ISC/SCI? However, this membership is important. It's a forum to have in-person communication with other associations around the same table. It increases our profile and brings awareness to what indexing is within the publishing realm.

The next member hub will be held on June 25, 2020.

2020 05 09 Executive Committee Meeting, Zoom Access

In January, February, and March, we had one meeting per month ... the recurring monthly video chat.

In April, we had nine!! Groups that booked included the following:

- executive committee
- monthly video chat
- survey ad hoc committee
- Central Canada region
- pre-budget meeting (executive committee)
- special projects
- BC region
- Bulletin
- Ewart-Daveluy Award

We have four meetings booked for May already:

- special projects
- monthly video chat
- executive committee
- Central Canada region

It is time to decide whether to keep the email address used to book Zoom meetings to just the executive committee or whether to open it up to committee chairs.

Monthly Video Chats

Ronnie Seagren has mentioned that several people in the Central Region have not been able to attend the monthly video chats because of the day and time.

We can put an ad in the *Bulletin*, asking for feedback, but who should be responsible for gathering responses and reporting back to the executive committee?

2020 05 09 Special Projects Committee, request for procedural clarification and for a second diversity bursary

Procedural Clarification

Does the special projects committee need to ask for a specific amount to be put aside each year?

Can the committee just bring projects to the executive committee for approval on an as-completed basis?

Diversity Bursary, Original

TIDE is in the process of receiving applications. They plan to award the diversity bursary(ies) later this year. The original request was for funds up to \$1500. This was to include the following:

- tuition fees for either the Berkeley indexing course or the Ryerson indexing course
- two years of membership with listing
- a session in the mentorship program

Since that time, each of these costs has increased. TIDE is requesting an additional \$200 to cover the increased costs.

Motion: Special Projects Committee recommends that the funds for the diversity bursary that TIDE is implementing be increased by \$200 to cover the costs that have increased since the original recommendation in January 2019.

Diversity Bursary, Second

TIDE has requested funds for a second diversity bursary. The special projects committee did not reach consensus on this.

The advantages of saying yes include having two people going through the same thing at the same time, and this process may be supportive to them.

The disadvantage is simply procedural ... the executive committee passed a motion for a one-time bursary for up to \$1500.

Moved (Alex/Susan Brown) that we accept the recommendation in the report “Recommendation on Bursary for Structurally Disadvantaged Persons” (January 26, 2019) to have the Special Projects Committee fund the proposed bursary for up to C\$1,500 one time only. **Against:** one. **Abstained:** two. **Carried.**

Discussion: Could the executive committee please weigh in on whether two diversity bursaries should be awarded in 2020?