

ISC/SCI EXECUTIVE MEETING

JULY 4, 2020

MINUTES

Participants (via Zoom): JoAnne Burek, Stephen Ullstrom, Alexandra Peace, Lisa Fedorak (1:10pm), Margaret De Boer, Ronnie Seagren, Carlisle Froese & François Trahan (2:30pm).

Regrets: Jason Begy & Catherine Plear

The meeting was called to order by Alexandra Peace, President, at 1pm Eastern Time. Carlisle Froese recorded the minutes.

1. Welcome and Roll Call

Alex welcomed the participants, thanked them for the efforts and introduced the new recording secretary.

2. Review of Agenda

Agenda approved as is, all in favour. **(Ronnie/Stephen)** Carried.

3. Review of Minutes

The minutes of May 9, 2020, were approved as written. **(Stephen/JoAnne)** Ronnie abstained (absent from last meeting), all others approved. Carried.

4. Approval of Reports (Consent Agenda)

Committee Reports:

- a) President's report (Alexandra Peace)
- b) Quarterly financial report (JoAnne Burek)
 - a. Margaret asked about the credit that appeared within the report. JoAnne explained that it came from refunding for the 2020 conference and the puzzle that had already been purchased.
 - b. JoAnne moved to approve the consent agenda. Ronnie seconded. Approved by all. Carried.

5. Items for Discussion

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

See report.

Alex moved to reimburse JoAnne for expenses listed. Margaret seconded. All approved. Carried.

b. Letter to indexing students (Alexandra Peace)

See report.

Alex proposed that instead of sending a letter out to teachers that ISC has a special landing page on the ISC website for students and that its url be passed out. This will last and can be adjusted or updated as things change. JoAnne, Margaret and Lisa indicated that they like this idea.

c. Annual letter to members with contact information

See report.

Last year there was a lot of communication directly to the list. Alex sent out a letter explaining where they could send communications and reach the person who could best help them. Alex proposed that sending out a letter of this type annually so that all members would know where they could go when they have concerns or need help.

d. Surveys 2020

See report and survey draft.

Martin and Lisa worked on a survey to the membership initially to get a sense of who the membership is, any issues they have experience stemming from COVID-19, and how the ISC can help. There was a draft of the survey in the executive folder for review but it was pushed back because of the upcoming AGM. A survey of rates is also in the works. Alex suggested that Lisa give exec a week to review the survey and return comments to her. Lisa will then update and ask for review again until the exec is ready to have it sent out.

e. Mentorship Report

See report.

Names were suggested as to who in the ISC to approach directly to see if they were interested in volunteering to partner with the volunteer Stephen has found. Communication between committees and exec was discussed. It was suggested that the exec discuss the possibility of setting up a new system of communications as there are so many committees now and it has created a sense of disconnect. Questions arose as to whether or not the current system should be tweaked or an entirely new one created. Lisa asked if there was something specific to mentorship that meant contact was needed. Current systems are creating a delay that makes moving forward difficult. JoAnne suggested having a director of mentorship as it is a permanent committee. Stephen suggested a flexible approach guided by each committee and its needs; volunteers should be able to be invited to meetings if they think that they need to be there. Margaret

indicated that she agreed with that approach, suggesting volunteers could be invited for the portion of the exec meeting discussing their committee or issue as a courtesy; this would work to prevent delays due to questions that could not be answered with the volunteer/liaison. Lisa suggested that the in person aspect of this would work to prevent miscommunications. JoAnne added that mentorship is a high level program and therefore should be treated as such. Ronnie suggested that allowing this opening for discussion could bring more people in to volunteer as the work would be easier and the liaison could smooth participation; if the exec is kept as open and available, people will see and feel that the ISC is their organization and feel good about helping and participating in it. Alex then asked for clarification as to Ronnie's point. Ronnie explained that she thought that the mentorship liaison could be an executive position and that the leaders of committees should be welcome at executive meetings. Alex added that members should hear from their executive reps that meetings are coming up and that they can attend. Ronnie indicated that this was done but that members do not respond to the offered invitation. Alex summarised the discussion as: chairs should be invited to executive meetings and the executive should consider adding members to the executive, though carefully. Margaret added that the fact that these are elected positions could create difficulty as they shift every two years. Lisa suggested that ISC could consider setting up more staggered terms so that the entire executive committee is not changed every two years; Alex indicated that she agreed with what Lisa was proposing. Margaret added that the way exec goes, it has never actually had a completely new roster. Bringing in other members would require a change to the ISC constitution.

6. Action Items

a. *Ongoing bulletin downloads*

Alex asked if JoAnne had a way to keep track of downloads. JoAnne indicated that she does not. As per the previous minutes, JoAnne indicated that she had started but got stuck and is still in process of moving forward.

b. *Special projects amount*

Discussion was had at the finance committee.

c. *Outreach*

Closed.

d. *Special projects*

Work in this area is ongoing.

e. *Awards*

Work in this area is ongoing.

f. *Translation*

Work in this area is ongoing and will back from hiatus on 10th of July, 2020. Lisa asked that something be put in the welcome letter asking for members' preferred language of communication. Alex will be taking that question to the translation committee.

g. *Conflict of Interest*

Work in this area is ongoing. Ronnie indicated that she will be moving forward with it soon.

h. *Archives*

Closed.

i. Volunteerism

Work in this area is ongoing. Alex wrote up a piece on all committees and volunteer opportunities and Lisa addedd volunteer blurb in welcome letter. There have since been 5 new volunteers!

j. Mentorship program

Closed.

k. Hand over documentation

Work in this area is ongoing. Documentation is being created so that it will be ready before the 2021 AGM.

l. Finances

Closed.

m. Tamarack award

Closed. Award was virtually handed out at the 2020 AGM and mailed.

n. Mentorship

Closed, see discussion above.

o. Monthly chat scheduling

There was a blurb put in the *Bulletin* and regional reps will let people know to contact Ronnie about this moving forward. Closed.

p. Conference venue representavtive.

Date changed to next year as 2020 AGM plans were moved forward one year in response to COVID-19.

q. Scholarship

JoAnne will be sending a report on what changes have been made for the September 2020 executive meeting to address concerns from exec.

r. International travel

Closed.

s. Letter to berkeley

Closed.

t. Executive travel

Work in this area is ongoing.

u. Emeritus

Work in this area is ongoing. Christine and Lisa to be moving forward with emeritus plans and will touch base. Alex will create an email motion from quote she recieved for the work.

v. Membership relief

Work in this area is on hold for now. Will be readressed at the September 2020 meeting.

w. Manual, BPC,

Work in this area is ongoing.

x. Membership chats

Ronnie to colate responses.

y. Diversity

Closed.

7. New Business

a. *International liaison report* (François Trahan)

See report.

ISC was unaware of any agreements. Christine Jacobs looked through the archives and ISC has no record of a formal agreement which gives ISC members a subscription *The Indexer* as a benefit. Paul, Lisa's contact at ASI has indicated that there is an agreement somewhere in previous discussion. There was a discussion as to whether the ISC is a subscriber to *The Indexer* or a part of the publishing party. No concrete conclusion was met. It was suggested that François see what ASI would feel about allowing ISC to see the contract. The exec answered the questions sent by LUP as follows:

1) François did not think that ISC needed to answer this. Exec discussed in detail but was unable to come to a clear conclusion and said that being able to see the contract would aid in decision making.

2) Exec concluded that as everyone in the ISC is a subscriber, they will always have access and agreed with François's suggestion that this question did not need to be answered.

3) Consensus was that this was a good idea. François suggested that this question works under the assumption that a paywall is put up. JoAnne suggested that it could also be used to encourage subscriptions.

4) No answer.

5) No answer.

6) No answer.

7) Exec indicated that it would be ideal to have a clear and specific site to send readers to which contained the available *Indexer* information. No one could find open public access through library websites. It was also suggested that clear labelling be used as an ICRIS site with *Indexer* information could be confusing. It could be moved to a LUP site as well.

8) There will be links that don't work. Is LUP going to make accommodations for those? If so, ISC could provide a list of the articles etc. that were needed.

b. *Webinar program development* (Alexandra Peace)

Wendy Savage says she really likes webinars and will do something to move this forward. Exec discussed what would be the best form for ISC webinars to take and what kind of features ideal programming would offer. Alex indicated that Wendy will research and write a report for review down the road. Executive members offered their thoughts on ideal features. JoAnne said that it would be important to decide what content is suitable for webinars vs. what should be left for a conference. Ronnie suggested that it would also be important to decide whether webinars would be restricted to members only. This could be used to draw people, speaking especially to those indexers that are in EAC and not ISC. Lisa mentioned the ASI model of offering something at a conference first and then turning it into a webinar; it could work to attract people to the conference. The reverse is that it may cause trouble for conference attendance. Ronnie suggested that the exec consider how much participation would ISC want to see in webinars and what level of participation would be ideal (discussion or lecture). There was discussion as to whether or not webinars should be recorded and offered after. Every participant would have to be comfortable

with that. The equity webinar was not recorded as not everyone was. People were disappointed that it was not recorded but speaker notes were included on the website so that the people who missed it could get something. Lisa suggested that pay for access after a webinar is offered (ongoing or limited) can be helpful. Ronnie suggested that exec will need to ask members what kind of professional development they are looking for.

c. Succession committee (Alexandra Peace)

Exec is working to start this project early this year. Potential volunteers were suggested to work on smoothing the transition within different positions and will be contacted. Work in this area is ongoing.

d. Word on the Street, Toronto

See report to be emailed from Ronnie. Exec to keep in mind that if a Word on the Street does take place next year, the banner needs to be found (JoAnne indicated she may be able to do this), a decision about a table needs to be made and one will need to be made about how many bookmarks will be needed.

e. TIDE report

Ronnie will keep Alex abreast of winners. Alex will distribute scholarship information.

f. Survey

Work in this area is ongoing.

g. Indexing of government reports

After much discussion and consideration, exec decided that ISC will not be taking this project on right now.

h. Back issues of the Bulletin

Exec discussed the value of being the only society that offers public access to their newsletter. No conclusion was reached as to whether this policy should be changed yet and the topic was put on hold until the September 2020 meeting.

8. Next Meeting

Executive committee meeting: Saturday, September 19th, 2020

9. Adjournment

Meeting adjourned by Alexandra Peace at 4:02pm, Eastern Time

2020 07 04 President's Report

I know we don't need reports for this meeting, but I think you should know what I've been up to, and what I plan to do in the next few months.

Things I've Been Up To

- I finally (years in the works ...) finished the write-up of all the committees to put up on the website so that people know what they can volunteer for.

- I spoke about volunteering at the AGM, and at the Eastern Regional meeting in June. We now have five new volunteers: social media coordinator (Jess Klaassen-Wright, webinar development coordinator (Wendy Savage), recording secretary (Carlisle Froese), and two new proofreaders for the *Bulletin*.
- I prepared for and chaired the AGM ... this involved getting reports from all the executive committee members and committee chairs, putting the annual report together, and sending out the AGM announcement. It also involved practicing with Ronnie and JoAnne (THANKS!) to get all the co-hosting issues, links, and shared screens organized.
- I prepared to give the Tamarack Award ... this involved getting notes from three people, asking someone to buy the twig bird, printing the letter and mailing it, and sending out a press release (combined with the Ewart-Daveluy Award) about it.
- I helped send out the combined press release about the Ewart-Daveluy Awards.
- I printed the Certificates of Recognition and mailed them.
- I have written and mailed thank-you cards to thirty-seven people.
- I have been in contact with Max McMaster about sending student letters to folks taking the Berkeley indexing course.
- I wrote a number of articles for the *Bulletin*, including a summary of the last two meetings, president's remarks, a blurb about volunteer positions, and the monthly video chats.
- I am part of the special projects' subcommittee (Ronnie is the lead) investigating the details of indexing the *Bulletins*.
- I wrote to some lapsed members.
- I wrote up a lovely schedule for the craziness that is May and June in ISC/SCI, and I will adapt that for future use.
- I met with Lisa to talk over various concerns and issues that had arisen.

Things I Plan to Get Up To

- I have set up a meeting to work with Lisa Fedorak on gathering all the documents needed for handover at the next AGM, which is a changeover year for the executive committee.
- I plan to get an information packet together for executive committee members on all the procedures that we have decided on.
- The back-cover ad on the *Indexer* doesn't have an email address and needs to be fixed.
- I plan to meet with the new recording secretary to outline their duties, and hand over the minutes and action items.
- I plan to strike a succession committee to start looking for people for the next executive committee and possibly also some of the positions empty now.

- I plan to format the latest two policies and place them in the correct folder.
- I plan to check that the conference manual is up to date and ready to hand over to Lisa with all the Conference 2020 material.
- I plan to continue meeting with the special projects and translation committees and be liaison for archives.

If there is anything that people think I should or shouldn't be doing, please let me know.

2020 07 04 Financial Report

Income & Expense	Fiscal Year 2020-2021				6/30/2020		
	2020 Q2 Apr-Jun	2020 Q3 Jul-Sep	2020 Q4 Oct-Dec	2021 Q1 Jan-Mar	Fiscal YTD	Budget	Var
INCOME							
Membership							
Individual	\$ 2,281.62				\$ 2,281.62	\$ 10,820.00	21%
Institutional					\$ -	\$ 1,010.00	0%
Student	\$ 130.00				\$ 130.00	\$ 195.00	67%
Emeritus					\$ -	\$ 150.00	0%
Find an Indexer	\$ 905.81				\$ 905.81	\$ 3,795.00	24%
Total Membership	\$ 3,317.43	\$ -	\$ -	\$ -	\$ 3,317.43	\$ 15,970.00	21%
Other Income							
Advertising - Bulletin					\$ -		
Award E-D entrance					\$ -	\$ 150.00	0%
Indexing Booklet (Burek)					\$ -		
Magpie pins					\$ -		
Mentorship program	\$ 100.00				\$ 100.00	\$ 400.00	25%
Total Other Income	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ 550.00	18%
TOTAL INCOME	\$ 3,417.43	\$ -	\$ -	\$ -	\$ 3,417.43	\$ 16,520.00	21%
EXPENSES							
Banquet tickets (E-D award winner)					\$ -		
Frames, certificates, mailing					\$ -	\$ 370.00	0%
Translation	\$ 75.94				\$ 75.94	\$ 100.00	76%
Total Awards	\$ 75.94	\$ -	\$ -	\$ -	\$ 75.94	\$ 470.00	16%
Bulletin							
InDesign					\$ -	\$ 150.00	0%
Postage					\$ -	\$ 125.00	0%
Printing					\$ -	\$ 615.00	0%
Translation					\$ -	\$ 700.00	0%
Total Bulletin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,590.00	0%

Executive Expenses									
International liaison travel							\$	-	
Executive Travel									
Executive Meetings							\$	-	
Regional meetings								\$	400.00 0%
Total Executive Expenses	\$	-	\$	-	\$	-	\$	-	\$ 400.00 0%
Membership expenses									
Memb Stripe/Bank Fees							\$	-	\$ 479.00 0%
The Indexer	\$	1,906.59					\$	1,906.59	\$ 7,725.00 25%
Total Membership expenses	\$	1,906.59	\$	-	\$	-	\$	-	\$ 1,906.59 \$ 8,204.00 23%
Mentorship program									
Honorarium payouts	\$	90.00					\$	90.00	\$ 360.00 25%
Miscellaneous expenses									
								\$	150.00 0%
Operating Expenses									
Bank Fees	\$	103.26					\$	103.26	
Postage							\$	-	
Association memberships, etc.							\$	-	\$ 420.00 0%
Printing									\$ 300.00 0%
Advertising							\$	-	\$ 1,000.00 0%
Word on the Street Toronto							\$	-	
Total Promotion	\$	-	\$	-	\$	-	\$	-	\$ 1,720.00 0%
Software < \$500									
QuickBooks Online							\$	-	\$ 300.00 0%
Zoom							\$	-	\$ 200.00 0%
Total Software	\$	-	\$	-	\$	-	\$	-	\$ 500.00 0%
Volunteer Appreciation									
Volunteer Appreciation							\$	-	\$ 100.00 0%
Website and Listservs									
Hosting							\$	-	\$ 300.00 0%
Maintenance (including plugins)							\$	-	\$ 160.00 0%
Web Networks							\$	-	\$ 170.00 0%
Translations							\$	-	\$ 200.00 0%
Total Website and Listservs	\$	-	\$	-	\$	-	\$	-	\$ 830.00 0%

TOTAL EXPENSES	\$ 2,175.79	\$ -	\$ -	\$ -	\$ 2,175.79	\$ 14,444.00	15%
NET OPERATING PROFIT/LOSS	\$ 1,241.64	\$ -	\$ -	\$ -	\$ 1,241.64	\$ 2,076.00	60%
Extraordinary and Special Project expenses							
TIDE Bursary					\$ -	\$ 3,400.00	
Archival material expenses					\$ -	\$ 250.00	
TIDE webinar					\$ -	\$ 350.00	
Publishers Outreach mailing					\$ -	\$ 180.00	
Membership surveys					\$ -	\$ 50.00	
Other new projects					\$ -	\$ 2,000.00	
Total Extraordinary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,230.00	0%
NET BEFORE CONFERENCE	\$ 1,241.64	\$ -	\$ -	\$ -	\$ 1,241.64	\$ (4,154.00)	-30%
Conference							
Revenue	\$ (217.50)				\$ (217.50)		
Expenses	\$ 53.37				\$ 53.37		
Conference Net	\$ (270.87)	\$ -	\$ -	\$ -	\$ (270.87)	\$ -	
Accrued Interest	\$ 24.51				\$ 24.51	\$ 100.00	25%
NET PROFIT/LOSS	\$ 995.28	\$ -	\$ -	\$ -	\$ 995.28	\$ (4,054.00)	-25%

Balance Sheet Current Quarter

	2020 Q1		2020 Q2
	Mar 31	Change	Jun 30
Cash Account	\$ 21,169.87	\$ 718.91	\$ 21,888.78
GICs	\$ 19,609.57	\$ 24.51	\$ 19,634.08
Stripe	\$ -	\$ 251.86	\$ 251.86
Total	\$ 40,779.44	\$ 995.28	\$ 41,774.72

Letters to Students via Teachers of Indexing

Background

Years ago, JoAnne wrote an amazing letter to students (below), encouraging them to join ISC/SCI. It was sent out to various teachers of indexing.

We confined ourselves to Canadian institutions.

It was (in theory) sent out regularly ... every September and January.

Currently

I mentioned this letter to Heather Ebbs recently, and she said she would happily have given one out in the Berkeley course.

We have never sent it to Berkeley, as we didn't want to be perceived as poaching indexers from the US. I spoke to Jennifer Spanier, president of ASI, to see whether they would want to join us in sending a letter. Jennifer indicated that they would like to send a combined letter.

I contacted Max McMaster with another possibility, none of what either Jennifer or I had suggested made sense in the context of how and when they learn of their students' geographical location. However, he did say that they already make sure that students get the website address of ISC/SCI. He suggested that we make the landing page more welcoming to students.

Future Plans

I suggest that we give the Berkeley teachers a very specific link to a landing page on our site just for students where we can place the (updated) letter. This would allow us to change the letter without having to notify the teachers. It would allow us to get the letter to Canadian students with no fear of poaching.

It should also be sent out to teachers of editors. Greg Ioannou, a prominent Editors Canada editor and teacher of editors, asked me for information about the Society to give to his students who were interested in indexing.

Discussion

Is the executive committee in agreement that we have a special landing page just for students and that we give that link to teachers of indexing students and to editing students?

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

2020 07 04, Annual Letter to Members

Below is the letter we sent out last year, as members were writing to the list with complaints and unrelated items.

I updated it and added a section. I suggest we send it out again this year, and make it an annual event ... to happen sometime after the AGM.

Discussion

Okay to send out (once we have a BC rep)?

Dear Members,

Thank you for supporting ISC/SCI with your membership.

Just to make sure you know, I've listed some emails below that you can use to contact people you might need.

Your first line of contact is your regional representative. They are on the executive so if they can't answer your question, they will be able to find someone who can! The four reps look after four regions in Canada as follows:

British Columbia, bc_rep@indexers.ca, Martin Gavin

Prairies and Northern Canada, prairies_rep@indexers.ca, Stephen Ullstrom

Central Canada, central_rep@indexers.ca, Ronnie Seagren

Eastern Canada, eastern_rep@indexers.ca, Jason Begy

If you have a very specific question, check out these other contacts below.

If you have any trouble with your membership or your *Indexer* subscription, please contact membership@indexers.ca. This year, you will reach Lisa Fedorak.

If you would like to volunteer for anything, please look on the website under Resources: Volunteers for a list of all the Society committees and their contacts. If there is anything not listed there, but that you would like to help with, let me know at presidents@indexers.ca.

If you find something that is missing or that needs some attention on the website, please contact administration@indexers.ca. This year, you will reach JoAnne Burek. (Don't forget to thank her as well ... she created the website!)

If you have a yen to write an article for the *Bulletin*, or if you have some news that you think would go well in the newsletter, please contact Bulletin_editor@indexers.ca. This year, you will reach Catharine Plear. I'm sure she will be grateful for articles for the next issue.

Conference 2021 will hopefully be in St. John's, Newfoundland, next year. The new chair will be pleased to hear from you if you care to volunteer there and can be reached at conference_chair@indexers.ca.

If you would like to know what went on in the society last year, read the [annual report](#). If you would like to volunteer, check out the [list of committees](#).

Finally, if you don't know who else to call, just email presidents@indexers.ca, and you will reach me (Alexandra Peace).

Thanks again,

Alexandra Peace

President, Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI)

2020 05 09 Survey Committee

Martin Gavin

Lisa Fedorak

Ad-hoc committee given the task to: research and discuss the best ways to solicit feedback from the membership regarding their ISC/SCI membership and their indexing rates.

Based on our discussion we recommend:

1. Two surveys are developed and sent to the membership: one regarding ISC/SCI memberships (membership survey) and the other regarding indexing rates (rates survey)
2. The membership survey be done before the rates survey to gather information asap to see if there are ways the Society could serve the membership better during the pandemic and because the rate survey will require more time to develop useful questions
3. The rate survey contain questions from the previous ISC/SCI survey to allow for comparisons over time
4. The rate survey be undertaken every five years with a core set of questions each time to allow for comparisons
5. A draft of the Membership Survey is attached with the hope to be sent out to the membership as soon as possible .

ISC/SCI Executive - *These are the questions that will be asked of the membership. Note: some answers will lead respondents to a different set of questions than others. For example if they answer no they may be asked why not or if they answer why they will be asked for more detail. Please do not worry about the numbering/sequence of the questions. Please read for the questions, options given and the information we expect to get. Some of the information will help to inform question development for the rate survey.*

Membership Survey

Please use the text boxes to provide additional information to help us determine how well we are serving the membership. We realize many factors are involved. Unless otherwise requested, please consider the past 3–4 years and your current situation when determining your responses.

COVID-19

1. Outside of the usual ebb and flow of work, how has the COVID-19 pandemic affected your indexing business or job?
 - No change
 - Some slippage of dates
 - Cancelled projects
 - No new, or fewer new projects being booked
 - Unable to collect on invoices
 - Clients or businesses have closed
 - Working from home for my employer
 - Laid off by employer
 - Need, or will need to find additional income
 - I'm not indexing right now so no change

2. How has the COVID-19 situation affected your ability to index:
 - Difficulty concentrating due to heightened anxiety
 - Difficulty concentrating due to others now working from home
 - Inability to work in usual spaces (co-working office, library, cafes, etc.)

Who is the membership comprised of

3. Your hours of indexing may vary each week due to the flow of your incoming work.
Please consider an annual average for your work hours pre-COVID
- Indexing is a full-time (35+ hours/week) business or job for me. It is primarily, or entirely, how I earn my living
 - Indexing is a part-time business or job and complements other part-time work as an editor to provide me with the equivalent of full-time earnings
 - Indexing is a part-time business or job and complements work, other than editing, to provide me with the equivalent of full-time earnings
 - Indexing is a part-time venture for me with no other earnings from employment
 - I don't index yet or have been indexing for pay for less than a year
 - I am a retired indexer or plan to be retiring from indexing in the next year or so
 - I am on a break/hiatus right now
4. Your training (check all that apply)
- ASI course
 - Berkeley
 - Mentor
 - On the job through an employer
 - Ryerson course
 - SFU course
 - Self-taught
 - SI course
 - None yet
 - Other:
5. What operating system do you use?
- PC
 - Mac
 - Linux
6. What software and addons do you use? Check all that apply.
- Cindex
 - Index Manager
 - MACREX
 - SKY
 - TEXtract (by texyz, not Amazon)
 - wINDEX

 - DEXembed
 - InDesign
 - IndexConvert
 - Index Assistant

- IndeXExploit
- IXMLEmbedder
- Keyboard Maestro
- LaTeX
- Markup Languages
- Megabit Macros (Margaret's Macros)
- Microsoft Word
- QuicKeys
- Term Tree
- WordEmbed
- Other

7. How many years you have been indexing for pay (time since first paid index)

- 0
- 1
- 2
- 3
- 4
- 5-9
- 10-14
- 15+

8. How many indexes have you completed for pay?

- 0
- 1-5
- 6-10
- 11-15
- 16-20
- 21+

9. Do you consider yourself a new indexer?

Y/N

Note: indexers who have answered 0, 1-5 indexes go to question 14

10. What types of books and materials do you index? Select those that make up at least 20% of your business.

BOOKS.

- Art and photography
- Bibliographies
- Biographies and memoirs
- Catalogues and directories
- Children and young adult
- Cookbooks
- Embedded Indexes
- Encyclopedias, dictionaries, and glossaries
- Guidebooks
- Manuals and how-to books
- Scholarly books
- Software and technical manuals
- Textbooks
- Trade monographs

Materials – Other

- Academic papers and essays
- Artifacts
- Atlases/maps/plans
- Business/government correspondence
- Contracts and collective agreements
- Databases
- Government materials
- Multimedia
- Names
- Periodicals and almanacs
- Personal files and correspondence
- Pictures and illustrations
- Policies and procedures
- Reports
- Transcripts and minutes
- Websites

11. Tell us about the broad subjects and areas you work on. Select those that make up at least 20% of your business.

- Arts and Humanities
- Economy, politics and law
- Health and Medical
- Industry and Technology
- International Studies
- Lifestyle and Leisure
- Sciences
- Social science

- Society

Marketing

12. Who are your main clients or employer?

- Editors
- Contractors
- Corporations
- Government
- Individual authors
- Packagers
- Presses
- Other (specify)

13. Of those you selected, please rank the clients by their importance to your business according to percentage of annual revenue (those that make up the largest percentage of your revenue are ranked 1)

- a. Editors
- b. Contractors
- c. Corporations
- d. Government Agencies
- e. Individual authors
- f. Packagers
- g. Presses
- h. Others

Membership Service

14. Tell us about the reason(s) you are an ISC/SCI member. Please rank in order of importance to you

- Membership in an industry association signifies professionalism to potential and current clients
- Networking with other indexers
- To be part of a community
- To keep up to date on current trends
- To learn about/improve my business skills
- To learn about/improve my indexing skills
- Other specify

15. Please rank the following ISC /SCI membership benefits for their importance to you

- ISC/SCI conference discount
- discounts with other societies
- *The Indexer* subscription
- isc-l list-serv
- member directory
- newsletters – *Bulletin*, newsletters of other societies
- paid listings on ISC/SCI website
- regional meetings
- video member chats

16. Do you have a paid listing?

Y/N

No to #17. Yes to #18. Both followed by #20

17. Please tell us why you do not have a paid listing:

- I am a student or not ready to set up my business
- I am retired
- I am employee and do not need one
- I had a listing but did not see the value in it
- Too expensive/not in my budget or marketing plan
- Other

18. Considering the past 3 years, what is the annual average of number of jobs that have come to you via your listing?

- 0/year
- 1-5/year
- 6-10/year
- 10+/year

19. What membership services or benefits would you like to see us provide in the near future or strive for in the long term?

TEXT BOX

20. Are you aware that the society is run by volunteers?

Y/N

21. Have you ever volunteered with the society?

Y/N

Professional Development

22. Have you attended any professional development events (conferences, meetings, webinars etc.) related to operating a business or being a freelancer (indexing, marketing, technology etc.) in the past 2 years?

Y/N

23. Tell us about your overall view of attending the ISC/SCI conference. Again, please use the past few years as your guide.

- I plan to attend every year. It is a priority I budget and plan around
- I want to attend every year; but is it not a top priority
- I have never attended a conference and likely won't
- I attended in the past, haven't recently and may attend again
- I attended in the past and likely won't attend again
- What?! There's a conference?!

24. Have you attended at a recent ISC/SCI conference (2017, 2018 or 2019)?

Y/N

NO –to *

25. Please select all your reasons for attending a recent ISC/SCI conference:

- A specific topic/presenter
- Location allowed you to visit friends/family
- Location was new to you
- Location was within driving distance to my home
- Networking—to meet/reconnect with indexers
- Networking—to reconnect with specific indexers
- Professional development/general learning about indexing

Of those you selected, please rank them in order of importance (1 is most importance)

26. What were your reasons for not attending a recent ISC/SCI conference. Please check all that apply

- I didn't find any (or enough) of the sessions appealing for me to travel
- The registration fee and/or associated travel and accommodation was too costly for me.
- The timing didn't work this year
- Cost – the total cost of the registration fee and/or associated travel costs is above my budget
- Do not feel welcome or feel intimidated
- Do not find value in the networking aspect
- Timing – May or June are usually difficult months for me to travel
- Timing – this year I had other commitments and could not make it
- Travel is difficult – the act of travelling, not the costs associated with
- Other (please specify)
[TEXT BOX]

Of those you selected, please rank them in order of importance (1 is most importance)

27. What types of sessions or presenters would you like to see in future conferences?

[TEXT BOX]

28. Anything else you would like to share with us about membership in ISC/SCI?

[TEXT BOX]

Mentorship Report, July 4, 2020 (Stephen Ullstrom)

As previous communicated to the executive on May 14, 2020, Linda Christian has stepped down as coordinator and I have taken over on an interim basis until new coordinators are found. Ideally two people will be found to share the role, both to lighten the load and for some camaraderie in the position.

There are two items I want to raise for discussion.

- 1) So far one person has expressed interest, who I think is a good candidate. This person is also a new indexer, and has said that they would prefer working with a more established member who has better connections throughout the society. I think this is

wise, as a large part of the position is matching people, and having some familiarity with who is who is an asset. For discussion: any thoughts on how to recruit someone with more experience, or suggestions for who to ask? Or, do we want to confine ourselves in this way? I haven't yet approached anyone.

- 2) I would like the executive to discuss how we can better provide networking opportunities for the mentorship coordinators and other volunteers who are involved in committees and programs.

When I debriefed with Linda before she stepped down, a recurring theme was a sense of isolation, which had two parts. The first was a sense of working alone and not having contact with others, which was exacerbated from having her co-coordinator disappear. The second was feeling left out of decision-making, and that decisions took a long time to be passed to the executive and then back. I think these are valid concerns, especially when we consider that networking is often a draw for people to volunteer.

My thought, as a starting point, is that we can invite coordinators to executive meetings, at the very least for discussions that concern them. This should make the decision-making faster and clearer, as the coordinators can directly answer questions and respond, and the request is not interpreted through the liaison. This would also be a chance to get to know others in the executive. In practice, I imagine that not everyone will want to attend every meeting, but I think it would be nice as a courtesy.

It has been pointed out that liaisons are supposed to fulfill this role of contact and communication. However, it is still just one point of contact, which doesn't allow much networking, and it is still a layer of bureaucracy which removes the coordinators from the decision-making process.

I will also add that in my five years on the executive, I think the number of committees and programs has grown (lots of good work being done), and there are more volunteers who are not on the executive. Communication and decision-making is easier when volunteers are also executive members, or at least former executive members, and I think we are at a point when we can no longer assume that that will usually be true. So I think we need to find better ways to include those non-executive volunteers, both for the smooth running of these programs and committees and for their sense of inclusion.

This report is for discussion only.

International Liaison (F. Trahan)

- *The Indexer* contract review: The contract for the publication of *The Indexer* is between Liverpool University Press (LUP) and the Society of Indexers (SI), but the journal is published on behalf of all the societies and networks that are signatories to the International Agreement. LUP have proposed some revisions to the contract,

but before proceeding further the Executive Board would appreciate the views of ICRIS members. (Officially due end of June 2020, but we can submit in early July.)

The background info and questions to answer are in the pdf (filename: LUP proposal 2020 ICRIS information and questions.pdf) in the meeting's folder in Dropbox.

For discussion

The Indexer – Proposal from Liverpool University Press

In May 2020 the Society of Indexers (SI) received an email from Liverpool University Press (LUP) which proposed to amend the contract that SI has with LUP.

LUP propose two things:

First, to use The Indexer content from 1958-2005 as part of a one-off package for 2021 of archiving and indexing material. The content from The Indexer would be put along with material from other journals that LUP publish such as Archives and Comma and offered to institutions which currently do not subscribe to these journals as a 'taster' package. The hope is that more institutions will then decide to subscribe to the more recent journal content. A new clause would be introduced to cover this.

Second, LUP are proposing to remove the rolling Open Access (OA) wall. The contract currently states: 'There will be an OA moving wall of FIVE YEARS – meaning content older than five years will become open access on the LUP site.' LUP propose to only allow access to all material (including material older than five years) to subscribing institutions and individuals. 'Individuals' includes those members of indexing societies who receive The Indexer as part of their society memberships (SI and Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI)), members of societies who subscribe separately via The Indexer website (AFEPI, ANZSI, ASI, DNI, NIN, ASAIB, CSI, IPEd and CIEP) and any individuals who subscribe, because they are not members of societies, via the LUP website. The contract with LUP is now in its second year. We think that the revised format makes The Indexer more appealing, the LUP website is easy to use and the new editor has included a range of interesting articles. LUP has also been successful in maintaining institutional subscriptions so far, in a difficult financial climate in academic institutions world-wide. LUP has also marketed The Indexer at some UK conferences and undertaken email marketing and social media campaigns. They also provide various useful metrics for the published material.

The LUP website holds issues from 2006 onwards. The 2005 and earlier material still resides on the website that SI manages (<https://www.theindexer.org/>). At the time that LUP took on publishing The Indexer it was agreed that they would, at some point, take this older material onto their website. The SI-maintained website is also used for subscriptions by individual society members, has the indexes that have been compiled for The Indexer to date, and it presents information about ICRIS. SI could continue to maintain this separate website, or the material could be accommodated on the SI main website www.indexers.org.uk. Or another solution could be found.

The Indexer is a valuable resource for indexers worldwide; it is the “International Journal of Indexing”, published on behalf of all the indexing societies and networks subscribing to ICRIS. Articles are written by indexers from many countries and are welcome from any part of the world. However, current material is not reaching all indexers outside the UK and Canada because the number of individuals who subscribe separately is not high. The subscription charges set by SI for The Indexer have not changed since LUP took over. SI took the view that it would have to see how well LUP managed the business before making any changes. At this point the results have been encouraging and we may have some potential for reducing the subscription charges for 2021 without impacting on the quality of the product.

This is a challenging time for publishing, exacerbated by the economic impact of Covid-19, and it is important that all options for ensuring the continuing viability of The Indexer are explored. Before

engaging in further discussions with LUP, at this stage the SI Executive Board (EB) thought it should first canvass ICRIS members so that we can also represent their views.

We would welcome ICRIS members' responses to the following points:

1. Do you agree to LUP removing the five-year rolling Open Access wall? (Effectively restricting access to all material to subscribers only.)
2. What measures would you like to see put in place to ensure that non-subscribing members of indexing societies can continue to access material more than five years old?
3. Do you agree to LUP packaging the 1958-2005 material for non-subscribing institutions?
4. Do you think the number of people subscribing to The Indexer would increase or decrease if the Open Access was removed?
5. If SI reduces the subscription rates for members of indexing societies, what should the price be (in GBP) in order to encourage individual subscriptions?
6. If the Open Access is removed, would the affiliated societies consider taking subscriptions for all their members – a) at the current price, b) at a reduced price?
7. What should happen with the current www.theindexer.org website with regard to the ICRIS content?
8. Are there any issues such as links to older material on ICRIS affiliated societies' websites or within training materials that we should be aware of?
9. Any other comments you may have about these proposals are welcome.

Nicola King
Chair of the Executive Board
Society of Indexers
June 2020

2020 07 04 Webinar Program Development

Given the problems with meeting in person (Covid-19 pandemic), a webinar program would be of good use to members.

The executive committee does not have the resources to develop one, so a call for volunteers went out, and Wendy Savage has stepped up.

Wendy is going to do some research on how to start up a webinar program.

Discussion

What kinds of things should Wendy be considering?

- Do we hold them like meetings or purchase the webinar capability?
- Do we hire an expert? Or do we just get people to contribute their own knowledge from within the society ... that is, ASI type webinars versus the one by Paula or by Sergey.
- Do we charge for them?

- Do we record them?
- Do we make them available to people outside the society?
- Do we hold them regularly? Or just as a topic comes up?

What else?

2020 07 04, Succession Committee

Next year at the AGM, there will be a new executive committee voted in. Members of this executive committee may remain, but usually there are some vacancies.

We need a succession committee to check who will be staying or going and find people to fill the vacancies, for both the executive committee and for chairs of the major standing committees.

As past and current president, Margaret de Boer and I will be on the committee, and Mary Newberry has also agreed, but we need someone else.

Discussion

Volunteers?

2020 07 04, Government Reports, Indexing of

Vivian Unger wrote:

I had an email discussion with Max McMaster about indexing of government documents. He and Mary Russell wrote an article on the subject, which will be coming out in *The Indexer*. He told me that in Australia, government annual reports must be indexed. It's the law.

Apparently, this is not the case in Canada. I had a look at a couple of federal annual reports. Both were over 300 pages. Neither had an index.

Max said there's no reason why Canada can't also have this requirement, but it's going to take the ISC lobbying the government. He pointed out that such a requirement would improve the usability and accessibility of annual reports, as well as creating work for Canadian indexers.

Thoughts on this? Is anyone interested in taking on the task?

I wrote to Iva Cheung, who I knew was also interested in the indexing of government reports, and she wrote back with some excellent questions and comments.

I'm glad you're pursuing the issue of indexing government reports. As far as I'm aware, Australia has this requirement for annual reports only. Special reports—like

I imagine the MMIW report or the TRC report would be considered—would not automatically be indexed.

Interestingly, I found this presentation description from the Canberra Society of Editors that suggests not all government agencies are doing what they're supposed to: <http://www.editorscanberra.org/july-2019/>

Anyway, please do talk to Max McMaster, who was the one I learned about this requirement from. He'll have some great insights, I'm sure. If Canada were to make indexing a requirement, I'd love to see it be stronger than Australia's and include special senate reports, public guidelines, etc.—and not just annual reports. And it would be amazing if the practice would trickle down to the provinces afterward.

I think the ISC/SCI is in a great position to advocate on behalf of indexers and the indexing profession on this issue. There's an argument to be made that helping citizens retrieve public information is an essential democratic function. If the Hansard is indexed, so, too, should these other very important reports.

One route could be to launch and promote an e-petition:
<https://petitions.ourcommons.ca/Documents/poster-e.pdf>

But before then the ISC/SCI could do a bit of analysis to make their case:

- try to figure out roughly how many reports are produced in a given year and how long they are
- estimate how much it would cost the government to implement an indexing requirement
- try to find data on how often Hansard transcripts are accessed and how often other government reports are accessed (and if the latter is accessed more, you could make a strong case that they should be indexed just as Hansard transcripts are)
- back it all up with data about speed of information retrieval through indexes
- consider also getting supporting quotes from users of this information, including the public, bureaucrats, and academic researchers. I, for one, wished the Kirby senate report had been indexed when I was working on my PhD

Discussion

Thoughts? Could we strike an ad hoc committee to do the research and lobby the government about this?

2020 07 04 Bulletin Back Issues

Current ISC/SCI Position (from our policy accepted October 2019)

Public access

Issues will be restricted to members for two issues then made public.

The website administrator will add the new issue to the members'-only section of the website and move the oldest issue to the public section.

The communications chair will send an email to members about the availability of the *Bulletin* on the website.

The international liaison will send a copy of the *Bulletin* to ICRIS members for dissemination to their members.

ANZSI's Position

Further discussion of the *ANZSI Newsletter* embargo (which for many years has been set at three months) resulted in a decision that the Newsletter is a benefit of ANZSI membership and as such will be available to members only. Sample issues will be made available on the public area of the website. This decision is in line with the practice followed by many other membership organisations **and all but one of our sister indexing societies.**

Discussion

Should we continue to allow non-members to have access to our newsletter, or should we reconsider and keep it a members'-only benefit?