

## **ISC/SCI Executive Meeting Minutes**

**Saturday, November 21, 2020, 1 p.m. EDT**

In attendance: Alexandra Peace, Stephen Ullstrom, Vicki Gregory, JoAnne Burek, Lisa Fedorak, Julia White, Margaret De Boer, François Trahan, Ronnie Seagram, Jason Begy, and Carlisle Froese.

2:01pm Stephen Ullstrom joined.

### **1. Welcome (Alexandra Peace) and Roll Call (recording secretary Carlisle Froese)**

Called to order at 1:06pm EST by the ISC/SCI president, Alexandra Peace, who offered everyone a welcome.

**2. Approval of Agenda** – JoAnne brought forward a motion to approve the agenda as is. This was seconded by Lisa. All were in favour. The motion was carried.

**3. Approval of Minutes: September 19, 2020 Executive Meeting** – Lisa brought forward a motion to accept the minutes from the September 19, 2020, meeting. This was seconded by Ronnie. All were in favour. The motion was carried.

### **4. Consent Agenda**

- a) Book and Periodical Council (Margaret de Boer) See report.
- b) Canadian Book Industry Virtual Town Hall with the Minister of Canadian Heritage, the Honourable Steven Guilbeault on September 21, 2020 (Margaret de Boer) See report.

Committee Reports: Jason moved to approve consent reports Julia seconded. Carried

### **5. Items for Discussion**

- c) Membership (Julia White) See report.

Liverpool University Press has an employee who has repeatedly tried to join the ISC mailing list in order to notify our members of the other journals that LUP publishes in which she thinks that they may be interested.

Julia asked if the ISC/SCI should offer the LUP some advertising space in *The Bulletin*. This person has put forward a lot of effort to find a way to communicate directly with the members of the ISC/SCI, as communicated by Julia. This person is new; Lisa let the executive know that the person who held the position previously had tried the same thing. Lisa said that she didn't think that the ISC/SCI needs to offer LUP advertising space in *The Bulletin*. Lisa said that LUP is a third party that was contracted by SI and they should not be given access to the ISC/SCI mailing/membership list.

Alex expressed agreement with this. If LUP gets an ad, Alex said, they should pay for it. JoAnne agreed that it should be paid space only.

Julia moved to offer LUP a paid advertising space in *The Bulletin*. JoAnne seconded this motion. Voting was not done immediately, as more discussion followed.

François had an issue with offering them paid advertising space in *The Bulletin* as this was not the issue, or it was distorting the issue which is that Liverpool University Press wants access to the membership list, which should not be allowed.

The executive committee decided that ISC/SCI would not grant them any access. Julia mentioned that the person had backed off a little. There was no question from the executive committee, LUP is not getting access to the membership list. JoAnne said that advertising in *The Bulletin* might be an option for LUP but would not necessarily offer the same return as another publication. Alex said that LUP may have books that are of interest to ISC/SCI members.

Lisa added that the conference committee is doing an exchange advertisement with LUP on behalf of the ISC/SCI for the conference but that there is no decision yet as to where/how much this will be. Lisa asked if this should be instead of the conference one? Alex said that they should be separate. JoAnne asked why they could not be connected, as LUP was clearly looking for some sort of outreach to ISC/SCI members. Lisa said that LUP

may want to advertise *the Indexer*. JoAnne asked why that would be the goal, as ISC/SCI already buys it.

Alex proposed leaving this issue until Lisa had decided what to do with the conference exchange ad. Natasha already sends ads to the membership account. JoAnne suggested that Julia ask Natasha to send the ISC/SCI a free journal to review which could then be passed on to members. In summation, all of the executive committee agreed that LUP will not get access to the ISC/SCI membership list, there is some complication with the conference exchange ad, and Julia still hearing from Natasha occasionally. Further discussion of this topic is being delayed until the conference exchange ad is managed.

d) Conference 2021 (Lisa Fedorak) See report.

The new theme of the 2021 ISC/SCI conference is *Indexing Unlimited*. This theme was chosen to be encouraging and positive in response to pandemic challenges, such as working things out on the fly. The slate planned for the 2020 conference was Newfoundland-centric, so that had to be addressed and could not be moved forward to 2021. The 2021 ISC/SCI conference will be digital, using Zoom. This decision was based on a lot of research and reports the member submitted after attending other digital conferences. The dates of the 2021 ISC/SCI conference will be May 29–30, 2021, as they do not conflict with any other conference. This will be Memorial Day weekend in the United States, but Lisa reported that this could not be avoided.

It is anticipated that more members than usual will attend the conference this year as there is less expense in digital attendance than travelling to a conference. Mary Norris, the keynote speaker that had previously been booked for the 2021 ISC/SCI conference no longer wants to attend.

Lisa reported that the conference committee is trying to make sure that networking is still a focus of the conference as this was something that is very important to membership, according to the survey.

The conference ad has gone out in the December issue of *The Indexer*. The budget has not started yet because the format is still being worked out. ISC/SCI will probably pay someone to be the technical director (behind the scenes) to manage all of the technical things to ensure that everything runs smoothly. This will also work to ensure that the committee can

attend/participate in the conference. In discussion, Judith and Ronnie reported having attended digital events which utilised someone like this and said that it was very helpful.

Lisa brought forward that, when possible, the originally planned Newfoundland conference could move forward. This conference could work on a smaller budget because it is a smaller budget. Before this, the previous conference committee had discussed the fact that the fees need to be raised as the conference budget is very limited. The last time fees were raised was 2012. Lisa wanted to make sure that people kept this in mind going forward for when in person conferences are possible again. Because there will be more people, the conference committee is asking that the Annual General Meeting be held separately from the conference; this is in reaction to the fact that there will be more people and more time zones in the mix. This could also be another opportunity for networking for membership.

The conference committee is also asking that the award normally given during the AGM be announced at the conference to raise the awareness of the award globally and to give people an opportunity to hear an indexer speak about their work and the challenges that they encountered. There will be an award panel as well. This will all work to raise the profile of this award.

There may be a profit from this conference. The executive committee suggested that the conference committee bring suggestions as to how to deal with this profit so that the executive is not stuck with it.

The suggestion was made that the ISC/SCI Zoom account be updated for May to accommodate the needs of the 2021 conference. Alex asked if the conference committee had any other ideas for a keynote speaker. Lisa answered that this was under consideration.

Alex then asked if she could tell the executive about the U.K.'s editor's conference that she attended. Executive said yes. The conference ran four webinars daily. It was run tightly and scheduled, like a real conference. There were also themed networking events during which people were gathered into digital rooms by an organizer. It worked as a form of speed networking. Alex said that this worked very well; the numbers were managed and people could still make connections. There was also a quiz run throughout the conference, which Alex suggested that the ISC/SCI run for

the 2021 conference over the traditional puzzle. The conference was not very formal. However, sitting for the extended period of time was draining. Alex suggested spreading the schedule out for the 2021 conference.

There was lots of discussion for and about this conference on Twitter. Alex recommended that ISC/SCI get people on social media outreach/discussion for the 2021 conference.

The U.K. editors' conference charged 60 pounds. Alex thinks that they doubled their attendance. Alex recommended not charging very much for ISC/SCI conference attendance and that the conference committee come to the executive with a budget sooner than January. Lisa asked how to do this. Alex suggested email. The budget was originally to be brought to this meeting, but the executive meeting was moved up due to a conflict in scheduling with the central chapter.

Alex asked for some discussion of having the award during the conference, worried that taking it from the AGM will stop people from going to that. Lisa said that is the award is being used as a carrot for the AGM, that devalues the award. She added that presenting it at the conference shows more value and celebrates it more. François said that part of the reason that the awards are at the AGM is because they are in the minutes. He suggested that the decision could be made to run the AGM before the conference. Lisa said that the E.D. award is at the banquet, JoAnne agreed. Margaret said that there is something in the AGM minutes, even if it is added after. Lisa said that putting the award in the minutes is for posterity, not legitimisation. She suggested that the current structure is as it is because that is what made sense before. It could be added to the minutes through the conference report ("We presented the award to..."). Alex asked if there is any other reason not to have it at the conference. Alex tried to call Mary Newberry to ask if she had any input or knowledge as to why it was done this way. Ronnie said that it should be at the conference because it raises awareness and gives indexers a lot to this about.

Mary called back. Alex explained that there was a suggestion of moving the award to the conference. Mary said that it was done at the AGM because the award should be in the minutes (named in report) but that the presentation is done at the banquet. It doesn't matter as long as it goes into the minutes. It was decided that the AGM will be held separately from the 2021

conference and that the award to be presented at the conference, all in favour.

Lisa brought forward a motion to buy the updated Zoom for May (business level). The **motion** was seconded by JoAnne. No discussion. All in favour. The motion was carried.

Lisa said that the budget would be sent around soon. There are new costs that need to be considered (more mailing since no one can work in person). François asked about the ad exchange in *The Indexer* - is this new? Lisa answered that the ISC/SCI gets one free full-page ad in the indexer every year. The exchange ad for the conference is new.

Mary suggested looking in the approved E.D. Award document drawn up by Christine Jacobs. That might have some information. Alex asked Lisa to look at this. François said that he might have it so he would look too.

There was discussion about making the conference three days instead of two. Lisa reminded the committee that the ads for the 2021 conference were already out. Judith suggested adding a preconference day, which often focuses on new member interests and longer workshops. Some discussion of how to structure breaks and extras but no conclusion was drawn.

e) Webinar Program Development (Alexandra Peace for Wendy Savage) See report.

Alex gave Wendy's report. To begin, Alex explained that a webinar is when all you see is the presenter and the attendees cannot see each other or interact. In a meeting, everyone can see each other and interact. A meeting structure could be fine for webinars with less than 50 people. If there are any more people in attendance, it should be a webinar. It is vital that if they are to be recorded, those running the webinar have to get permission for the recording. The recommendation from Wendy's report was that as ISC/SCI begins to offer webinars, they should be held as the topics come up, not as dictated by a schedule. Wendy suggested in her report that break out rooms could be confusing for attendees. Alex and Ronnie disagreed. Wendy's report also recommended that ISC/SCI have a survey ready for immediate use asking the attendees what they thought of the webinar. It was also recommended that the conference be held in the style of a meeting, to

promote and allow interaction between attendees. [At this point, Stephen joined the meeting in progress].

In her report, Wendy asked if the ISC/SCI should hire people to run webinars? Jason and Alex were unclear as to if she meant a webinar expert or subject matter experts. Alex asked the executive committee if people from outside of the society should be hired to give webinars? Lisa answered that it would depend on how many webinars the society was looking to run a year; if there is a quota that needs to be filled, then Lisa answered that yes, someone should be hired. If that is not the case, it should be approached in a more ad hoc manner. JoAnne added that presenting and preparing a webinar is a lot of work, compared to presenting at a conference. The presenters should be paid.

Alex redirected the discussion to the question of should there be a set webinar schedule, or should webinars be offered as the need or opportunity comes up? Jason answered that this would depend on how it is run. JoAnne suggested that the ISC/SCI needs a webinar policy, which is what Wendy is doing. Lisa said that the discussion was covering two different questions: How much should people be paid to give webinars? What types of webinars can be provided from within the ISC/SCI itself? JoAnne said that ASI doesn't pay her for webinars. Jason compared it to an academic conference, no pay but exposure. Ronnie said that any education or professional development is good for our members. She said that the webinars should be run on an ad hoc basis, because it would be a challenge to find someone to get this organized right now and presenters should be paid. Ronnie added that webinars should be of benefit to our members. Alex then summarized the discussion above to reiterate that these questions needed to be answered before anything else could move forward in this area. Stephen added that providing webinars on an ad hoc basis could be a challenge. If a schedule were to be formalised, it would mean that there would not be extended periods of silence. He added that there should be a policy and procedure.

Alex asked if a webinar program needs to break even. Vicki asked if the recording would be available after for a reduced price as this could make up costs. Ronnie asked about group/joint presentations, if it were decided that presenters will be paid, how would this be handled? Ronnie used the examples of the TIDE presentation, which came from more than one person. Lisa brought it back to webinars for purchase after and suggested that it needs to be figured out how this could be hosted on the website. JoAnne



said that hosting previously run webinars on the ISC/SCI website for purchase would be easy and it could be free. Lisa said that she believed that the webinars should break even. There is a worry that there are a lot of activities that don't necessarily break even, which is not sustainable for the society. JoAnne suggested that the presenter gets a piece of the revenue. Lisa said flat rate could be easier to manage. Lisa asked if a webinar would still be run if only two people signed up. Jason added that this is the same question. Ronnie said that from the central group, it is clear that people want content, not just talking; people don't come to meetings unless something is going on. Alex summarized that webinars can't just be for beginners; attendance can be kept up by switching up the level of content. Ronnie suggested that webinars could replace central region meetings. Alex then reminded the executive committee that members have mentioned how much the monthly meetings are something that they are grateful for.

Alex suggested that she go back to Wendy and hash out a policy and procedures and then come back to the executive committee with it. Ronnie said to thank Wendy for all of the work that went into the detail of this report. The whole executive committee expressed gratitude for the work that Wendy did.

François asked about a webinar that appeared in *The Bulletin* – is this part of this process? Alex answered that it was separate. This was something that people could take to publishers or put on the website. Ronnie is taking it to Siusan. The aforementioned webinar was information for people who need indexers.

f) President's Report (Alexandra Peace) See report.

Alex said that people are coming to her looking to volunteer now. *The Bulletin* got switched to member access only. Alex put forward a motion that the executive committee approve the amended policy and procedure for *The Bulletin* (see below). This motion was seconded by JoAnne. All were in favour. The **motion** carried.

Alex reported that the emeritus committee badge and certificate had been designed. Everyone on the committee was happy with the badge. Alex shared her screen for the executive committee to see the approved badge and the two certificate options still under consideration. Alex called for a show of hands to vote for certificates. There were two votes for the



certificate with the logo in the background and seven for the certificate with the logo on the side. There were strong objections to the logo in the background from JoAnne, Ronnie and Lisa who all said that the logo in the background was very difficult to see. Lisa abstained from voting on either. Ronnie summarised that there are three options, a, b or redoing the certificate with darker logo on background. Lisa said that the logo is present already (represented by the “i” in the centre) and any emeritus member will recognise that i as they have seen it as part of the ISC/SCI stuff for so long. Lisa said bumping up the log in the back could be too much. Jason recused self from discussion, suggested those with stronger design background take the lead. Alex said that she would go to the designer and ask for the first option but with more blue and bring it back for review.

Alex added (not in the president’s report) that she has been working with François on the ICRIS issue (ICRIS representatives looking to push back meeting due to pandemic). Alex suggested that the ISC/SCI host informal meetings to make up for the delayed formal meeting. Alex wrote to ICRIS and asked to host informal meetings (though it is probable not everyone will be able to come to all of the meetings due to time zones). Nothing would be decided during these meetings but it is important to have interactions between professionals as everyone is isolated. ICRIS said that it would be a great idea and to please host two meetings. These meetings would not be available to the public. François said that this should be discussed with ICRIS representatives. Alex asked if there needed to be a motion about this. Stephen and Margaret said go ahead. Lisa agreed. Ronnie agreed as well. Meetings could be open but that presents its own set of challenges. Alex said that she will let representatives make their own decision. Margaret suggested not bringing it any wider than the executive committees of societies.

Alex reported that the succession committee moving forward, will have full report to present for the next meeting.

- g) ISC/SCI Policy on *The Bulletin* Content and Production (Alexandra Peace) See report.

Alex moved that the executive committee approve the amended Bulletin Policies and Procedures, September 19, 2020. JoAnne seconded. **Motion** carried.

h) Central Region (Ronnie Seagren) See report.

Ronnie brought forward an issue from Sergey: what can ISC/SCI do for members who are having trouble getting paid? There is a boilerplate letter available from the Writer's Union to their members which they can send to publishers who don't pay but the ISC/SCI doesn't offer something like that at the moment. Margaret says that there is no legal clout to a letter like this but it does show that the member has a group standing behind them. Alex offered to look at this and put something together for ISC/SCI members to use. Ronnie and JoAnne said that they would help with this. François asked if it is true that the indexer holds the copyright of an index until they get paid. JoAnne said that the copyright is irrelevant unless charges brought forward. Margaret will look into copyright and blacklist issues through the Books and Periodicals Council. Ronnie to go back to Sergey and say that the council is looking into this issue.

Lisa said that it would be important to find out who is refusing to pay and see if there is a way to warn indexers to ask for payment upfront. It was suggested that there could be legal issues with creating a blacklist. Judith brought the executive council's attention to Writers Beware, a researched posting about bad actors within American publishing. This kind of work is allowed as long as nothing is said that cannot be shown to be true. It was suggested that the ISC/SCI could provide information internally only. The issue would be when it is not clear-cut (the publisher says one thing and the indexer says another). Lisa clarified that she was not advocating for a blacklist, just for making sure that people get any information that members could need (discussion from minutes, which are public). This could be a good way to get information to the members. Alex will check with Editors Canada as well to see if they have something like this to help their members ensure that they get paid for their work.

i) Web Administration (JoAnne Burek) See report.

The ISC/SCI Dropbox is running out of room. JoAnne said that the options were to delete items that are no longer needed or are currently being stored in duplicate, or the ISC/SCI could pay for more storage. JoAnne thinks that things could just be deleted (keeping only final version). Jason suggested that deleting could be the best way to go. Judith suggested that everyone

look through their folders and delete what doesn't need to be there. This needs to be done by all the members of the executive before the call for the next meeting.

Lisa asked about archiving policy: is there one in place? Carlisle suggested that the ISC/SCI does have one for the older archive materials, but that Christine Jacobs might have the answer to that question. Lisa asked if there is a place where digital things are being saved? JoAnne answered that these are being saved in Dropbox and on the website. Lisa said that this is separate from an archive. Judith reminded the executive council about the previous suggestion of a knowledge management plan. Alex has put out a call for someone to help; she has asked that if any ISC/SCI member knows anything about knowledge management plans to get in touch with her. Alex said that she will continue to look for a volunteer.

## **6. Action Items**

Google analytics? Alex taking over then calling for volunteers.

## **7. New Business**

- a) Survey of Rates (Lisa Fedorak) See report.

Lisa has met with Martin and they were able to dig up the ISC/SCI 2008 survey (questions and answers). Lisa said that it was a great survey, and they will keep it to have it on hand. It may be tweaked to make it current but then the survey committee will use its questions going forward. Lisa asked if the executive council has a preference as to how the 2020 survey information will be released to ISC/SCI membership? The 2008 survey information was only ever released through *The Bulletin*. Alex suggested releasing the survey results at the AGM. Lisa thought that the AGM would be good because that would allow for discussion of the results. JoAnne asked about putting it into *The Bulletin* as well and Lisa clarified that the information would be released that way as well. Alex asked for a new folder in the board surveys, including previous survey information that has been found. The members of the executive committee are to comment on the 2020 survey results by the 12<sup>th</sup> of December. Lisa to send out a reminder the week before. The executive council extended gratitude to Lisa for taking all of this work on.

- b) Workshop about indexing oral history (Stephen Ullstrom)

Based on a discussion with Margaret, Stephen has been thinking of presenting a workshop about the indexing of oral history. He said that he believes that this could be a good indexing exercise and would consist of two hours of guided discussion through chapters of a work Stephen had indexed already as to how it would be indexed. This workshop would be more participatory than a direct lecture. Stephen would like to present this under the umbrella of the ISC/SCI in the new year. He asked if the executive council thought that this would be a good idea. He also wanted to know what would be the best way to proceed to make this happen? Alex asked if Stephen wanted to be paid. Stephen said no. Alex said that she thinks that this workshop is a great idea and that the ISC/SCI members would really enjoy something like this. Alex asked what the ISC/SCI needed to do to support this? Vicki said that she could put a blurb in *The Bulletin* about it in upcoming events if Stephen wanted to write something.

Stephen then asked for everyone's thoughts on recording the presentation. Alex said that since this would appeal more to new indexers, it might be good not to record so people aren't embarrassed to ask questions. Julia said something that is interactive and participatory doesn't always make a good recording. Vicki suggested that questions could be done privately. Lisa asked if there would be a benefit from a technical point of view, recording this presentation as a trial run and then not keeping it (running through so those who will be running future webinars know how to). Alex said no, it could be alright. Ronnie said that this is another kind of presentation, a workshop rather than a webinar. She said that this could appeal to more than new indexers as it offers another perspective.

Alex asked if Stephen could move forward with doing this, pick a date and send it about for everyone to look at. Alex also asked Stephen if he needed any help to do this. Stephen said he might ask for help moderating on the day of. Alex said that that was a good idea. Margaret suggested allowing people to submit questions beforehand, allowing for preparation and for people to ask anything that they thought of. Judith suggested limiting questions during the presentation to the chat function because of sound issues. Alex said go ahead with idea, and thanked Stephen. Alex said that Vicki would get in touch with dates as to when she needed information for *The Bulletin* by. Alex suggested contacting the members of the executive council with the chosen date before announcing it so that Stephen could make sure that no one had a meeting booked that day.

c) Congress of the Humanities ad

JoAnne brought it to Alex's attention that the ad for the Congress of the Humanities had not been closed out on. She suggested reusing what the ISC/SCI already had. Sergey has the information. JoAnne said that she would find it and send it around. Lisa found the email and shared with exec. Alex suggested three months (850 dollars) as she felt that seven months wasn't worth the money. Alex proposed that the executive council agree not to do seven months, think about doing three months, and discuss it at the next meeting. JoAnne suggested that seven months could be good because it wasn't much more money for a lot more exposure. People would be visiting the website to plan if they were going or not, so they would be visiting the site earlier. Jason said that it wasn't clear if the ad would be open to people who would not be attending then concluded that he was looking at the wrong section. Alex reminded executive committee that the seven-month ad was over budget. JoAnne said there could be budget flexibility if needed. Lisa agreed with JoAnne that there was a lot more for only a little bit more money. JoAnne added that the people who are looking at the site beforehand are people who are organized and more likely to book an indexer properly. Judith suggested that people are going to be spending a lot more time on the Congress of the Humanities site because everyone is looking to see what other people are doing during this challenging time. Judith thought that seven months will get a lot of attention for the ISC/SCI. JoAnne added that the ISC/SCI might want to do this now because it will provide tracking information and could help in making long term outreach plans; more information would answer more questions. François added that it could bring in members as well.

Alex **moved** that ISC/SCI purchase a web add for the Congress of the Humanities 2021 for seven months for a fee of 1,100 dollars. JoAnne seconded this motion. Lisa asked if they would let us switch out the ad. JoAnne said she could look into it and that she was willing to take this on.

NOTE exec to talk about this in June meeting for next year. For this year, it was concluded that the ISC/SCI would use the ad already in its possession but this we be re-evaluated next year. **Motion** carried.

NOTE Alex to let Sergey know that we are doing this.

d) Thank You awards.

Alex to write up blurb. Thank you from members, particular thank you, name of person and two sentences as to why they are being thanked. These should go to *The Bulletin* editor.

**8. Next Meeting** – February 6<sup>th</sup>, 2021 at 1pm est.

**9. Adjournment** – Alex called for adjournment at 3:58pm EST

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### *Book and Periodical Council (Margaret de Boer)*

The Book and Periodical Council (BPC) held its most recent member hub on October 1, 2020.

It was a shorter meeting than other times.

Many members have been negatively impacted by the pandemic and look for ways to maintain revenue while dealing with expenses such as office leases. Much of this discussion doesn't apply to us specifically. Many shared what they were doing with online promotion.

Interestingly a member did mention a website with a couple of free webinars. One of them focuses on financial reserves:  
<https://goodcasting.com/training-coaching/> This webinar may be worth checking out when we discuss our budget and the amount of reserves to maintain.

Many member organizations are concerned about their revenue next year when member dues will be up for renewal.

BPC will be holding its AGM in November (date to be determined). They're waiting for the report from the auditor.

Nothing further of note.

***Canadian Book Industry Virtual Town Hall with Minister of Canadian Heritage, the Honourable Steven Guilbeault on September 21, 2020  
(Report by Margaret de Boer)***

The event was billed as an opportunity to share ideas with the Honourable Steven Guilbeault, on recovery measures that would ensure the publishing sector's economic recovery in response to the COVID-19 pandemic.

*Participant recovery measures proposals - a summary*

- Increase funding to the Canada Book Fund
- Need copyright assurances and fair copyright law
- Heritage Canada needs to use digital media to promote publishers and authors, not just art and music.
- CIBA (Canadian Independent Booksellers' Association) recently established: Their proposals:
  - fund this new organization so they can market and speak as one voice.
  - Canada Book Postal Rate (re-implement this lower rate again)

*Steven Guilbeault's responses during discussion- a summary*

He knows the importance of book fairs and promotion - he's also an author - last published book in May 2019.

He acknowledges the Canada Book Fund hasn't had enough funding and needs it.

He'll consider all proposals and choose those that will have the most success. He's willing to work with publishers.

Spending/funding is easier to get than tax credits - meaning tax reform.

Acknowledged reforms needed to *Broadcasting Act* and *Copyright Act*. The *Copyright Act* is in committee but it's not an easy process in a minority government.

He is also looking at re-instating the Canada Book Postal Rate.

*Meeting summary*

Steven Guilbeault wants participants to choose the top 3-4 proposals and he will defend and bring them for discussion to the Finance Committee.

He sees the Canada Book Fund increase and the Canada Postal Rates decrease as proposals to pursue.

He's willing to have further discussions with the publishing industry.



In sum, a meeting with a positive tone.

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### *November 2020 Membership Report (Julia White)*

#### *Membership numbers*

As of November 14, 2020, we have 108 members.

#### *New members*

The following members have joined since the previous report in September:

Julie Walters, Redland Bay, Qld., Australia; International Basic  
Erika Millen, Indianapolis, IN, United States; International Listed  
Kristina Brousalis, Mississauga, ON; Individual Basic  
Jean August, Vancouver, BC; Individual Basic  
Patricia Richards, Surrey, BC; Individual Basic  
Shannon Foskett, ON; Individual Basic

#### *Item to discuss*

Natasha Bikkul from Liverpool University Press has expressed strong interest in telling our members about LUP publications.

Question: should we offer LUP a paid advertisement in the *Bulletin*?

**This report can go in the Discussion part of the Agenda.**

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### *Conference 2021 Report (Lisa Fedorak), November 21, 2020*

The committee has met three times and continued with the plan to present as many of the sessions planned for the cancelled 2020 conference as possible. On the back of the membership survey which noted networking as key reasons for joining the society and attending the conference, networking has been considered in our decisions.

#### *Committee members*

Maggie Billard, programming (new)  
JoAnne Burek, publicity (returning)  
Nancy Willis, registration (returning)  
Don Howes, technical (new, but stepped down from committee in Nov)  
Moirra Calder, (new)  
Ronnie Seagren (new)

Lisa Fedorak, chair (returning)

### *Theme*

#### Indexing Unlimited

Given that we were working with a slate that had been developed around Newfoundland we opted for a broad theme that embraces flexibility required by us all during COVID times.

### *Venue*

A digital conference via Zoom due to the ongoing pandemic.

### *Dates*

Friday May 28 and Saturday May 29. These dates did not conflict with other planned events such as the Editors conference and Canadian long weekend and other events planned earlier in May that our committee is committed to. This is American Memorial Day weekend and will likely affect how many Americans attend. As our purpose is not to turn a profit, but providing professional development and networking for our members, we are okay with reduced American attendees.

The ad has gone into *The Indexer* for the December issue, which arrives in North America in March. (Or possibly earlier based on the arrival of the September 2020 issue!)

### *Budget*

During 2020 planning it was noted, as had been in the 2019 planning, that increases in conference pricing should be addressed moving forward as the last increase in fees, not including joint conferences, was in 2012. (See Conference Report to the ISC executive for 3 November 2018).

While the conference planned for Newfoundland was able to continue with similar costs due to the costs of the smaller city, rates would not be able to continue without an increase in larger, more accessible cities and deliver the level of experience that we are known for.

As the virtual conference does not have the venue and food expenses that an in-person conference has, the registration fees will be lower than the norm, however we do note fee increases as a conversation that will need to take place once in-person conferences resume.

The committee is anticipating a higher number of attendees due to lower costs of registering and attending the conference. We are focussing on serving the time zones of Canada comfortably, but do anticipate some additional registrants from other time zones globally. Because of this, we are requesting that the AGM be held separately from the conference. We do not wish to alienate non-ISC/SCI attendees when they can't do some sightseeing in a new locale. We also felt that the AGM is a great opportunity for member engagement as was seen at the first virtual AGM in 2020.

We do ask that the Ewart-Daveluey Award be announced at the conference as a means to raise the profile of the award and 2021 winner to the indexing community while providing conference attendees with an opportunity to hear an indexer speak about their work. We also feel that this award would work well with our planned session by Christine Jacobs on what makes an award winning index and the panel discussion that highlights some previous winners of the Ewart-Daveluey Award.

The committee has been working on the platform of the conference (to use Zoom or not) and how to structure the conference to deliver an engaging event with networking opportunities. Alex has spoken with the committee about her recent events and we will be taking some ideas from these successful events such as optional speed networking sessions.

Registration Fees and Early Bird dates will be determined for the next executive meeting and submitted along with a draft budget. As we expect costs to be reduced from last year, and registration numbers to be up, we are anticipating a profit. We will provide recommendations as to what to do with the excess funds.

#### *Requests*

1. The AGM be held separately from the conference
2. The Ewart-Daveluey Award be presented at the conference.
3. Go ahead to use the ISC/SCI Zoom account and upgrade to Business level for the month of May (currently at Pro level \$200/year, Business level \$270/year). The conference fees will cover the costs.

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### *ISC/SCI Webinar Program*

#### *Purpose*

ISC/SCI is considering starting a webinar program. A subscription for Zoom meetings has already been purchased, so that is the preferred platform at this stage.

This report answers a list of 10 questions posed by the ISC/SCI Executive, and makes recommendations regarding a webinar program.

#### *Background*

It doesn't seem that any of our sister indexing societies, other than ASI, have active webinar programs. This may be due to lack of resources or lack of perceived need. Communities in European countries tend to be physically closer together, and in-person seminars are always better than webinars! However, communities in countries such as South Africa and

Australia are much further apart, and although they do hold seminars, they don't appear to have any active webinar programs. Covid-19 looks set to stay with all of us for a while, and this may change the way that societies operate.

Although our Canadian Indexing Society has access to ASI webinars at discounted rates, the prices are still quite high, especially when the exchange rate is taken into account. For this reason, it is worthwhile considering whether a Canadian webinar program is feasible. Some subjects do have a particular Canadian bias (as per Paula Butler's TIDE meeting), which is also worth taking into account.

Online learning is an essential tool for Indexers, both new and experienced. Members of the Indexer's Discussion Group (IDG) are often referred to ASI webinars when questions arise. There is a pool of expertise in Canada - maybe we can create our own online learning program?

The ISC/SCI AGM this year was held successfully online, and that was held as a Zoom meeting rather than a webinar. The TIDE 'webinar' was successfully held as a Zoom meeting without needing added features.

#### *American Society for Indexing*

ASI is the leading source of Indexing webinars. These webinars fall into 2 categories:

- **Webinars:** One hour in duration. For these there is no payment to the presenter, and the invitation to present is regarded as a compliment, showcasing the speaker as a professional.
- **Online Learning:** Three hours in duration. These are courses that require more time, and the presenter is typically a subject matter expert. The presenter is given a royalty of 15%.

ASI webinars are always recorded live, with questions being asked via chat. A moderator collates the questions and asks the presenter to answer them during the recording. The advantage of attending a live presentation is therefore that you can have your customized questions answered.

ASI uses the WebinarJam platform.

#### *Girl Guides of Canada*

Girl Guides uses Zoom as a training tool. In this environment, dialogue is important, and participants are asked to contribute and share ideas. The presenter must therefore engage the audience.

E-learning is provided for both presenters and participants, and experiences are shared to improve virtual meetings. Following chat comments is difficult for the presenter to do while presenting, unless there is a helper. Because participants have some training and are engaged, using features like annotate and whiteboard are very useful in this context. To facilitate sharing of ideas and experience, a slide can be designed so that participants can

annotate it with opinions, polls, etc and this can be recorded for later analysis. In the Girl Guides environment, where participants typically know each other and have had training in how to use the tools, this works well. Breakout rooms are also used effectively, and participants know how to employ them.

*ISC/SCI Executive Committee questions*

1. *Do we hold them like meetings or purchase the webinar capability?*

A standard Zoom meeting is designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance.

A Zoom webinar is designed to allow view-only attendees, so they can't see who else is in attendance. The host and any designated panelists can share their video, audio and screen. Attendees have the ability to interact via Q&A, Chat, and answering polling questions.

Therefore, if the 'webinar' is to have an interactive element in a smaller setting (typically less than 50 attendees), the Zoom meeting features are perfectly adequate. If the 'webinar' is to be in a lecture format with a larger audience, as per ASI webinars, then the webinar capability is recommended.

*Zoom pricing: \**

- Meetings (100 participants) CAD 200 / year
- Meetings (300 participants) CAD 270 / year
- Webinars (100 attendees) CAD 530 / year
- Webinars (500 attendees) CAD 1860 / year

*WebinarJam pricing: \*\**

- 2 presenters, 200 attendees, 2 hours max USD 499 / year (CAD 654\*\*\*)
- 4 presenters, 2000 attendees, 3 hours max USD 699 / year (CAD 916\*\*\*)

\* It would seem that a Zoom Video Webinars license does not include a Meetings license

\*\* WebinarJam pricing included for consideration, because ASI uses WebinarJam

\*\*\* CAD estimates at time of investigation, subject to change

*See also Do we record them?*

2. *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.*

ASI believes that a standard of professionalism must be established. Presenters have their own indexing expertise, but may need some guidance for a polished presentation. Gwen Henson (who is not an indexer herself) has 8 to 9 years experience working with

professional speakers. She coaches potential webinar speakers beforehand and always rehearses the presentation with them.

#### *Presentation expert*

To maintain a standard of professionalism, the presenter and moderator **must** be familiar with all the basic tools, such as unmuting, screen sharing, etc.

(Advice from Gwen Henson: When rehearsing with the speaker, make sure how many monitors they intend to use. She has had experience when the speaker rehearses with one monitor, and when they go live, they use two monitors, and this can mess up screen sharing.)

#### *Technical expert*

For a professional webinar, we definitely need a technical expert. The recent ASI Culinary Indexing was being run on the WebinarJam platform. The first two sessions were successfully carried out and recorded, but as the third session went live there were glitches that were narrowed down to incompatibility between the speaker's hardware and the webinar software interface. Within 7 minutes, they had switched to the Zoom platform and were up and running again! Technical expertise is a must!

(Advice from Gwen Henson: 1) Check what level of connectivity the speaker has. Plugged-in is preferable, Wi-Fi is sometimes intermittent. 2) Check which browser the speaker is using. Sometimes there are issues with Safari, rather ask them to use Chrome.)

### *3. Do we charge for them?*

When an event is free, it is sometimes not taken as seriously as one that is charged for. This leads to people registering for an event without commitment, and can result in no-shows. Event Managers reckon on a 40-50% no-show rate for free events. So, charging even a small amount may increase attendance.

However, charging for a virtual event may involve some effort, at least for the Treasurer. ISC/SCI is a professional society and members are perhaps more committed than in some other instances. Perhaps payment will not be required for a guaranteed attendance.

A point to consider is that as ISC/SCI is 'breaking into the market' of webinars, perhaps there should initially be either no cost or low charge, until the popularity and effort involved has been evaluated. (*See also Do we hold them regularly?*)

Presenters are paid a 15% royalty for ASI Online Learning webinars. If we follow suit, then some charge will be required.

Webinars do contribute to income for ASI, but the goal for them is not to gain money, but to have a good archive of training material.

#### 4. *Do we record them?*

Recording webinars enable ISC/SI to archive them and then potentially sell access to them. ASI has seen that some live webinar sessions have low attendance, but sell well afterwards, possibly due to reaction to the webinar and resultant discussion.

We don't seem to have a problem with storing webinars with our current website subscription. Free services like Vimeo can be used if needed.

When recording we have to consider participation and privacy issues.

##### *Participation*

As per the current Monthly Video Chat and the ASI May 2020 Online Conference "Working Smarter to Stay Ahead," in order to encourage member participation, some events should rather not be recorded, and held rather held as meetings.

##### *Privacy Issues*

A Zoom webinar allows view-only attendees, so they can't see who else is in attendance.

Zoom, and probably any other webinar platform, collects personal data.

In Canada, the Personal Information Protection and Electronic Documents Act (PIPEDA) requires that "organizations covered by PIPEDA must generally obtain an individual's consent when they collect, use or disclose that individual's personal information".

Unless they are engaging in commercial activities\* that are not central to their mandate and involve personal information, PIPEDA does not generally apply to not-for-profit and charity groups\*\*.

\* Subsection 2(1) of PIPEDA states that "commercial activity" means "any particular transaction, act or conduct or any regular course of conduct that is of a commercial character, including the selling, bartering or leasing of donor, membership or other fundraising lists."

\*\* Non-profit organizations are usually not subject to PIPEDA because they do not typically engage in commercial activities. The following activities are not considered commercial and are not subject to PIPEDA:

- collecting membership fees
- organizing club activities
- compiling a list of members' names and addresses
- mailing out newsletters
- fundraising

In the EU, the General Data Protection Regulation (GDPR) requires that consent must be given for the collection of any personal data.



In the USA, different states have different recording consent laws. Generally, consent must be given for collection of personal data.

Lots of information, most of which we probably don't need to worry about! However, it would be prudent to **always** ask for permission before recording.

According to <https://support.zoom.us/>:

Attendees can be prompted to provide their consent to be recorded in a meeting or a webinar. If the recording disclaimer is enabled, attendees will receive a notification when a recording starts or if they join a session that is already being recorded. The attendee can either consent to stay in the session or leave.

After the session a report listing the attendees who provided consent can be generated.

A recommendation would be to include a disclaimer in the email sent to would-be participants with the webinar details / URL. This disclaimer could say: "This webinar will be recorded, and your consent is required. By joining the webinar, you are deemed to be giving your consent."

5. *Do we make them available to people outside the society?*

For a live webinar / meeting, there is no reason to limit attendees to the society. If we sell access to the recorded webinars, however, limited access to the ISC/SCI website may be necessary to allow the purchaser access to the webinar, and any relevant handouts.

6. *Do we hold them regularly? Or just as a topic comes up?*

To commit to holding webinars regularly will require commitment from volunteers. ASI has an Executive Director, in charge of the budget, and a Webinar volunteer who looks for subjects to be addressed.

An ISC/SCI Webinar volunteer position, or maybe a committee, will be necessary to be able to handle the tasks that a webinar would entail. This would include investigating subjects and presenters, advertising, registration, collection of fees (if applicable), registration of attendees, training of presenters, handling technical issues, etc.

Note: A dedicated email address has been set up for the person(s) filling the Webinar position. It is [Webinars@Indexers.ca](mailto:Webinars@Indexers.ca).

As ISC/SCI is just starting out with webinars, holding them as a topic comes up is advised.

7. *What kind of content should be used and how would it coordinate with the conferences? For example, if a webinar has a topic that will be covered in a session at the conference, will that be a problem?*

From an ASI point of view, if there is a lot of interest at the Conference, then this would lead to a webinar.

Not everyone is able to attend live conferences, and a refresher may be appreciated by those who did attend the conference. If ISC/SCI decides to charge for the webinar, then it is suggested that discount be given to those who have already attended the in-person event.

(Note from Gwen Henson: ISC/SCI is good at attracting speakers for conferences, so she is confident that we should be in good stead to find good webinar presenters.)

8. *Can we use the webinars to attract indexers who are not members of ISC/SCI?*

ASI doesn't know if the holding of webinars attracts new members (it is not a question that is asked when you join the Society), but probably not.

Within the Canadian context, if we have webinars that are pertinent specifically to Canada, or a subject that ASI doesn't address, maybe we could attract indexers who are not already members of ISC/SCI or ASI.

A subjective answer to this question is "probably not."

9. *If there is going to be a cost/price differential, will it be enough that it is an incentive to join ISC/SCI?*

According to the ICRIS 'International Agreement of Indexing Societies,' in-person attendance at national-level meetings and conferences, and publications will be charged at the relevant society's members' rate. Webinars are not specifically included in this agreement, but ASI has made the decision that webinars are educational, and all members should benefit. The discount given to sister societies is substantial (\$69 for non-members, discounted to \$29 = 72% discount).

Given the above, ISC/SCI webinar pricing differentials would only incentivise non-members and people who are not members of a sister Society to join ISC/SCI.

10. *Do we need the capabilities to go off into small groups in the middle of a presentation? If so, are these capabilities available in both meeting and webinar settings of Zoom?*

Breakout rooms are available in Zoom meeting setting, but not in Zoom webinar setting.

Breakout rooms could be useful when brainstorming is done, but in my experience if all participants haven't used them before it can be confusing, and this wastes a lot of time. Reading responses in indexer online discussion groups, indexers would like to see all responses in a discussion, and would therefore probably not like to be separated into smaller groups where they miss discussions in other groups.

ASI hasn't had the need to use breakout rooms.

On a similar topic, whiteboards and annotations are available in both meeting and webinar settings, but once again, if the participants aren't familiar with their use, this can also be confusing and chaotic. ASI hasn't had the need to use annotation tools or whiteboards.

### *Recommendations*

**Survey after the webinar:** It is advisable to compile a survey before the webinar asking attendees for feedback, and opinions regarding future webinars, and modify directly after the event, if necessary, to include any pertinent issues. The survey should be sent out within days after a live webinar. Often a survey is sent out too long after the event for attendees to give meaningful feedback.

**Annual Conference:** If the Annual Conference must (unfortunately) be held virtually, it is recommended that it be held in a meeting format, so that members can see each other and interact. In this case it is preferable not to record the event.

### *Suggested topics for webinars*

- Presenting (Jason Begy)
- Index-Manager (Katherina Munk)
- Using Margaret's Macros
- How to approach an index (where do you start)

### *Conclusion*

Webinars are a great source for continuing education, both during lockdown conditions and when we eventually return to normal again. They are particularly useful in a country as large as Canada, where in-person meetings are more difficult and expensive to arrange. The monthly video chats are a great initiative for communication amongst members, and webinars are a natural progression from this.

Virtual meetings will never replace in-person meetings, but they can complement each other.

### *Sources*

The sources that I used for my research include:

- Gwen Henson of ASI,
- Girl Guides of Canada,
- Office of the Privacy Commissioner of Canada,
- JoAnne Burek (ISC/SCI website),
- Creative Research Communications (Dr. Echo Rivera),
- my personal experience of meetings and webinars (in the indexing environment and other),
- various websites and blogs.

Thank you for your consideration of this project.

Wendy Savage

### *General Recommendations*

Therefore, if the 'webinar' is to have an interactive element in a smaller setting (typically less than 50 attendees), the Zoom meeting features are perfectly adequate. If the 'webinar' is to be in a lecture format with a larger audience, as per ASI webinars, then the webinar capability is recommended.

A recommendation would be to include a disclaimer in the email sent to would-be participants with the webinar details / URL. This disclaimer could say: "This webinar will be recorded, and your consent is required. By joining the webinar, you are deemed to be giving your consent."

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**Annual Conference:** If the Annual Conference must (unfortunately) be held virtually, it is recommended that it be held in a meeting format, so that members can see each other and interact. In this case it is preferable not to record the event.

### *Questions for Discussion*

4. 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.
5. Do we charge for them?

## *President's Report, November 21, 2020*

I've heard from two members lately that they are so grateful for the online video-conferencing meetings that we are holding ... both the monthly video chats and the regional meetings. People are feeling isolated, and we are helping to dispel that. Thanks, especially to the regional reps, for helping to keep our members feeling engaged.

My (possibly slightly annoying) persistence in talking about volunteers has paid off. We are now getting members contacting me to see what they can do to help. I am gradually trying to match folks to jobs needed. Happily!

And, the other exciting thing is that the succession committee has been working away without me (Yay!). Margaret and Jason have found people to stand for almost all of the elected positions.

I am sending letters out to lapsed members regularly now and I am going to start keeping records on the responses I get.

I worked with various committees and executive committee members ... regional reps, Judith and communications, François and international relations, Vicki and the *Bulletin*, translations committee, webinar development committee, JoAnne and the website, Julia and lapsed members, getting Margaret her Tamarack award, proofreading submissions to the *Indexer*, but it definitely feels like the pressure is less now that we have so many volunteer positions filled.

I also spoke with the conference committee twice, briefly, with notes from two conferences, including the CIEP online conference in the UK that I attended (which was extremely well run on Zoom).

I am been completely remiss on getting the Special Projects committee up and running again. I will try to rectify that in the new year.

I also plan to work with Vicki to get the elusive Board Binder (was handover package) in time for the next influx of new executive committee members.

I have been giving talks about indexing and the ISC/SCI to various classes and Editors Canada twigs. These are fun and I hope instructive.

### *Motion*

I move that the executive committee approve the amended Bulletin Policies and Procedures, September 19, 2020.

### *Discussion*

I have been working under the guidance of the Emeritus Membership committee with David Edelstein on getting a certificate and badge for use by emeritus members. Could people look at the badge (which has unanimous agreement from the committee) and the two options for the certificate.

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### *ISC/SCI Policy on Bulletin Content and Production*

*Date approved by the executive committee of ISC/SCI: October 5, 2019*

*Amended by the executive committee of ISC/SCI: September 19, 2020*

This policy will guide the production of the Bulletin by laying out the direction and position of ISC/SCI relating to the publication and by simplifying the production process.

It was created by the Ad Hoc Committee for Development of Policies and Procedures of the *Bulletin* composed of JoAnne Burek, Moira Calder, Sergey Lobachev, Janice Logan, and Alexandra Peace. This policy should be reviewed annually.

This policy addresses the parts of the mission statement of ISC/SCI that deal with communication and education.

The purpose of the *Bulletin* is to inform the members about the activities of the Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI), to provide information about people involved in the indexing trade in Canada and about their work, and to serve as an educational tool for practicing and aspiring indexers.

The *Bulletin* will be published using the following criteria by a managing editor and a production editor.

### **Template**

The ISC/SCI-approved template including cover, fonts, and headings should be used.

## **Tone/Editorial Review**

The tone of the *Bulletin* should be informative and conversational rather than academic; the articles should be positive and criticism should be constructive; the managing editor should consider whether article topics have been covered in recent issues. The creation of an editorial review process recognizes the importance of the newsletter to the branding of ISC/SCI. The tone of the *Bulletin* will be assessed by a pre-determined member of the executive committee.

## **Content**

### **Static content should include the following:**

- information on the members of the executive and chairs of the committees
- submission guidelines
- advertising guidelines

### **Static sections with variable content should include the following:**

- date and location of the annual conference (in the November and April issue)
- report on the annual conference (August issue)
- editorial
- presidents' remarks
- upcoming events
- executive committee meeting summary
- award announcements (winners in August issue, call for submissions in November issue)
- puzzle and answer to puzzle
- welcome to new members
- membership data

### **Variable content could include any of the following:**

- award winners' remarks
- indexing practices
- indexing software tips
- career tips or business management tips
- member profiles and stories
- book reviews



- survey results

**Content that can be used to fill space or as needed may include any of the following:**

- short nuggets of news/announcements
- volunteer opportunities
- photos
- advertisements
- articles of interest from past issues of the *Bulletin*

In addition, letters to the editor may be published, or, at the managing editor's request, may be turned into opinion pieces.

### **Frequency of publication**

The *Bulletin* will be published three times a year in (about) March/April, July/August, and October/November.

### **Volume, issue, and page numbers**

Each year starts with a new volume number; each year has three issues numbered one, two, and three; pagination starts again for each issue.

### **Use of images**

To reduce the workload for the editor, a strong new design for the publication will take the place of stock images in making the newsletter visually appealing. Photos of members' events, however, will be encouraged.

### **Copyright**

ISC/SCI does not hold copyright of submitted articles. The author may use the article in other publications with credit to the *Bulletin*.

### **Size**

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

## Public access

ISC/SCI will keep three issues of the *Bulletin* available to non-members and those these issues will get changed periodically; the rest will be kept for members only. The names of new members will be redacted from public issues.

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.

## Advertising

Advertising may be sold for individual issues at the following rates:

- full page                   \$150
- half page                   \$ 90
- quarter page               \$ 50

## Library and Archives Canada (LAC)

The LAC has issued two ISSNs for the print and online versions of the *Bulletin*.

**ISSN 1914-3192           Bulletin (Indexing Society of Canada. Print)**

**ISSN 2562-394X           Bulletin (Indexing Society of Canada. Online)**

They must appear on each issue.

"The ISSN should be printed or displayed in a prominent position, for example, on the front cover (preferably in the top-right hand corner), on the title page, caption, masthead, back cover, colophon, or editorial pages. On electronic publications the ISSN should be displayed prominently on the home page, title screen, or main menu. The ISSN should be preceded by the letters ISSN and a space, and should appear as two groups of four digits separated by a hyphen. Do not add a colon (: ) or a number sign (#) after the letters ISSN."



## *Procedures for the Production of the Bulletin*

### **Preproduction**

#### **Managing Editor Responsibilities**

- receive articles and commission more if necessary
- send articles to pre-assigned executive committee member for editorial review
- substantively edit the articles
- acquire crossword puzzle
- send articles to copy editing
- send the editorial, presidents' remarks, and award announcement to the translation coordinator
- send invoice for translation to bookkeeper and treasurer
- acquire or commission photos, or download from the ISC/SCI Flickr site
- acquire or commission info on variable content sections
- send all articles and updated variable content sections to production editor

### **Production**

#### **Managing Editor Responsibilities**

- after draft layout, work with production editor to rearrange information as necessary

#### **Production Editor Responsibilities**

- use the established design tool (e.g., InDesign)
- receive all material from the managing editor
- lay out *Bulletin* using the purchased template
- work with managing editor to rearrange information as necessary
- send to two proofreaders
- make corrections

### **Post-Production**

#### **Managing Editor Responsibilities**

- send PDF copy to website admin for publication on the website

- ask membership secretary to alert members that a copy is available on the website
- send PDF copy to international liaison for distribution to ICRIS members

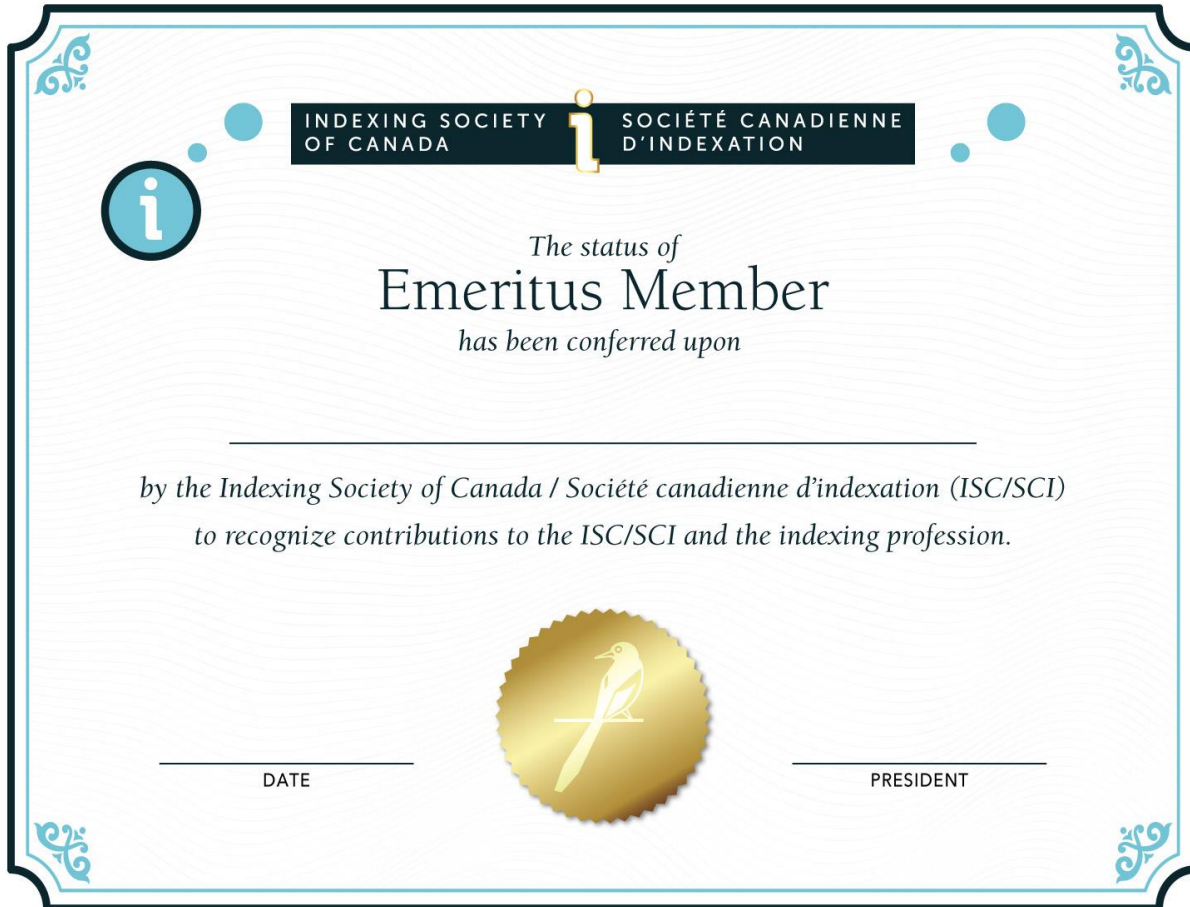
### **Production Editor Responsibilities**

- print out copies, enough to mail out plus several for display at conference and for archives
- mail out to individuals who have requested a print copy (check with the membership secretary for updated addresses), institutions, and corporate accounts
- mail two copies to Library and Archives Canada and check that the digital copy has been uploaded









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*ISC/SCI Central Region Report, 2020 11 21*

*Possible agenda item – protection and benefits for our members*

In light of the fact that 3 of 20 people who were at the chat today had had trouble with collecting on at least one index, Sergey would like us to consider the Canadian Freelance Union. I also had a similar experience when I was freelancing earlier in my career, for more money (\$10,000) and I was never able to collect. Should we consider recommending this option?

It looks like individuals join, not the society, for \$125. It's a business expense but not considered union dues because there's no collective agreement.

*FROM SERGEY LOBACHEV:*

In the light of the yesterday's discussion concerning Susan's experience with American publisher, I support her idea of exploring the possibility of joining Canadian Freelance Union. I myself in the middle of the struggle with RBC bank, which has lost a check from my client, and chances are I will be pursuing with legal actions.

Anyway, the benefits look attractive - <https://www.canadianfreelanceunion.ca/join>

Alternatively, there is an opportunity of collaboration with Editors Canada. I believe Editors have access to legal advice and to health benefits. Can we join them for an additional fee, and have the same access? This is just a thought, but we have members of Editors among us, and they can share advice on this matter.

**Discussion: What can ISC/SCI do to help members who are having problems getting paid.**

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*Website Administration (JoAnne Burek)*

*Dropbox Space*

Our Dropbox account free storage is 2 GB and our current usage is now 1.4 GB. This has triggered Dropbox into sending me messages that we will "soon run out of space."

That's probably months away, but we could start taking action now to stay within our limit for a long time and avoid the cost of a paid plan. The next level of service will give us 2,000 GB, but it will cost \$156/yr.

I looked briefly at the folders that are taking the most space. They are

- Board – 329 MB
- Conference Committees – 304 MB
- ISC\_SCI Bulletin – 251 MB
- Treasurer – 158 MB
- ISC-SCI TIDE – 82 MB

Another big folder is ISC Bulletin Policy Committee at 388 MB, but a good chunk of that (mainly the early January issue ) is also in the ISC\_SCI Bulletin (the early January issue) and could be deleted right away.

*Suggestions*

If you manage a folder, one way to spend some of your down time would be to clean it up. This would include removing draft versions of documents and deleting content that has been consolidated into final content—for example executive reports that were copied into minutes.

We might also look at deleting files that have been uploaded to our website.

Are there other actions we should take?

This report is for discussion.

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### *Rates Survey Report (Lisa Fedorak), November 21, 2020*

#### *Committee members*

Lisa Fedorak  
Martin Gavin

The committee met in October to review the research we have gathered which includes the full questions and responses to the ISC/SCI rate survey. We will keep the questions from the ISC/SCI survey as it is a good survey and there is value in keeping the same questions from survey to survey for comparison purposes. We will be tweaking some questions to reflect current technology and perhaps add some questions to gather some additional information.

We feel the best time to send out the survey is between September – June as people take time off in the summer.

Does the exec have a preference as to how the results will be released to the membership?  
As a slide presentation at the AGM?

#### *Requests*

6. Is there anything in particular that you would like to know from the survey?
7. Do you have a preference as to when the survey takes place?
8. How would you like the results to be released?