

## **ISC/SCI Executive Meeting Agenda**

**Saturday, February 6, 2020, 1 p.m. EDT**

- 1. Welcome (Alexandra Peace) and Roll Call (recording secretary Carlisle Froese)** Present: Alexandra Peace, Stephen Ullstrom, Lisa Fedorak, Judith Clark, Carlisle Froese, Tere Mullin (guest), Liese Achtzener (guest), JoAnne Burek, Jason Begy, Margaret de Boer, Ronnie Seagren, Vicki Gregory, and Julia White.

**Absent:** François Trehan

Welcome by President and introduction of guests and executive members.  
Meeting called to order at 1:05pm Eastern time.

- 2. Approval of Agenda** President proposed an amendment to the agenda, as follows: the conference moved to discussion to address questions; a brief thanks added to the consent agenda; and rates discussion moved to first in discussion. JoAnne moved to amend the agenda as discussed and approve it. Ronnie seconded the motion. Carried. Margaret abstained as she had just arrived.

- 3. Approval of Minutes: November 21, 2020 Executive Meeting:** Judith Clark asked to amend the minutes from the previous meeting as presently they do not reflect that she was in attendance. Stephen presented a motion to approve the minutes with an amendment to reflect that Judith Clark was, in fact, in attendance November 21, 2020. Judith seconded. Carried.

- 4. Consent Agenda:** Alex mentioned that the work the regional reps have been doing (adding meetings and hosting discussions) has been noticed and is deeply appreciated. She presented a big thank to everyone for working so hard. JoAnne made a motion to approve the consent agenda. Margaret seconded the motion. Carried.

### **Regional Updates:**

- a) Central Canada | Centre du Canada (Ronnie Seagren)

- b) Prairies and Northern Canada | Prairies et Nord du Canada (Stephen Ullstrom)
- c) British Columbia | Colombie-Britannique (Lisa Fedorak)
- d) Eastern Canada | Est du Canada (Jason Begy)

**Committee Reports:**

- a) Archives (Alexandra Peace for Christine Jacobs, no report)
- b) Awards (Margaret de Boer for Judy Dunlop)
- c) Bulletin (Vicki Gregory)
- d) Conference 2021 (Lisa Fedorak)
- e) Finances (JoAnne Burek)
- f) International Liaison (François Trahan)
- g) Membership (Julia White)
- h) Mentorship (Stephen Ullstrom)
- i) Special Projects (Alexandra Peace, no report)
- j) Translation Committee (Alexandra Peace, no report)
- k) Web Administration (JoAnne Burek)
- l) Ad Hoc Nomination Committee (Margaret de Boer)

**5. Items for Discussion**

- a) Book and Periodical Council (Ronnie Seagren) See report. Ronnie is taking over attending these meetings. Ronnie asked if the ISC/SCI should publicise the Gregory Younging award and should the society make a contribution? SFU put together a scholarship for indigenous people who wanted to learn to edit in his name (the Gregory Younging award). He was previously a speaker at an ISC/SCI conference and some

thought that this would be a good mark of gratitude. Ronnie said that the scholarship committee is having trouble finding someone to award the scholarship to. Alex asked if they had gone to the Indigenous Association of Editors. Ronnie said she was unsure if they had or not. Alex asked what people thought about publicising the scholarship, suggesting maybe an email or website announcement. JoAnne thought that that sounded like a good idea. JoAnne asked if it was just for Canadian Indigenous students. Ronnie said that she was unsure but that she knew that the student did need to want to attend SFU. There is a link to the award on the Book and Periodical Council site. Ronnie said that the award itself comes from BookNet Canada. Alex asked if Judith wanted to write a blurb about it for the ISC/SCI to post or leave it to Ronnie and JoAnne. Judith said that she could write something. JoAnne said that she needed to focus on the conference website so it was concluded that Ronnie and JoAnne will write something up.

Alex asked what people thought about ISC/SCI contributing something to the award itself or if this should be an individual choice. Stephen asked if there had been a direct request for a contribution from the ISC/SCI. Ronnie clarified that this idea had come from one of our members, not any formal request. Since no one asked for money from the ISC/SCI specifically, it was decided that the society will not donate as an association but some members will be donating individually.

Ronnie then brought everyone's attention to the copyright question (who owns the copyright before an index has been paid for?); Ronnie wanted to know if there were any other nuances to that question before she brought it around to members. The answer was no.

The next issue was diversity within the organisation. Ronnie says that ISC/SCI is ahead of the curve on this, as this work has been started a few years before. This is now a very strong trend in publishing and it is work that the ISC/SCI will continue to dedicate time and effort to (bursary, webinar). Alex said that it was Siusan Moffat that the ISC/SCI has to

thank for being so dedicated to diversity work and that she should be thanked for this work. Ronnie said that she would be doing this.

- b) Outreach (Ronnie Seagren for Siusan Moffat) See report. It has been decided, after budget review, that there will be a bursary for 2021 (after not doing two in 2020). The letters were sent out to organizations that would distribute them to members (or post them) and a reminder will be sent March 15<sup>th</sup>. Applications for the bursary are due April 1<sup>st</sup>. The winner will be announced May 1<sup>st</sup> so that they have time to attend the 2021 ISC/SCI conference. This was the original timeline; last year it was adjusted because of covid. Alex thought that the conference had not been originally included for the 2020 bursary. Ronnie said that she was not part of TIDE at that point in time, so she did not know if this was the case or not. Alex asked her to go back to the previous bursary. Lisa said that she did not remember the conference committee taking the bursary winner into account for last year's original conference (it would have cost the ISC/SCI money to bring them to the conference). JoAnne confirmed that this had not been included in the original 2020 bursary as it put too much pressure on the recipient to attend. JoAnne reviewed the promises that came with winning the bursary. Lisa asked for clarification if the bursary was every year. Ronnie answered that it was decided year by year. Alex thought that attendance to this year's bursary could include the conference as virtual is easier to attend. Lisa said that she would be proposing adjusting the conference going forward to include in person and virtual (if this goes well).

The other thing that Ronnie wanted to discuss was the trial memberships for runners up. Four people were offered consolation trial memberships last year, three accepted them. The question presented was should this be considered again for 2021? Ronnie said that this offer has gotten the ISC/SCI at least two strong members. This ended up being a great way of getting more out of the bursary program. Alex suggested that instead of a blanket yes the memberships can be offered, that the executive say offer it to two people for six months. If there are more that people that the committee wanted to send them to,

they can come back and discuss it with the executive. JoAnne asked if two people were manageable, as the membership included a lot of work for the TIDE committee supporting the new members. Ronnie reminded everyone that the regional reps have also been involved in the support. Ronnie suggested that the cap be three instead of two, in case there is a drop out. This allows for momentum to continue. JoAnne and Stephen supported three.

#### *MOTION*

JoAnne moved that with the 2021 bursary that the TIDE committee on behalf of the ISC/SCI offers trial 6 month membership to up to three runners up. Seconded by Margaret. Carried. Alex asked Ronnie to pass along the appreciation of the exec to the TIDE committee.

- c) Communications (Judith Clark) See report. Judith has gotten ISC/SCI information out to the EAC in their newsletter. First item, the 200 word blurb for the EAC newsletter can be done in French if ISC/SCI wants to pay for it to be translated. This would be two or three times a year. Judith wanted to know if people thought that it would be worth doing and, if so, could someone make a motion. Alex shared her screen to show the blurb that was in the EAC newsletter.

#### *MOTION*

Vicki moved that the blurb that goes to the EAC be translated. Seconded by Judith. Carried. Judith reminded Alex that there needs to be some sort of procedure established for her to request translations.

Judith said that the diversity bursary information and promotion would be the first thing that she would want to get translated and send to the EAC for their March 2021 newsletter. Ronnie said that there is a French version of this already from the letter that is already being sent around. Judith asked if everyone was ok with that and the executive said yes. Judith asked Ronnie if there was a 200 word part that could be used or if someone can cut and paste one for her to send to the EAC. Ronnie said yes. Social media left for next time because of the packed agenda.

d) Conference (Lisa Fedorak) See report. Alex asked if Lisa had spoken to Margaret as liaison for the award contact. Lisa said that they have to wait now to figure out logistics. Alex asked how they were going to find the technical person, or if there was someone that was interested already. Lisa said that there was someone that was interested but then not and it went back and forth a few times. Now that there is another day that has been added to the conference, it is more complicated. Lisa said that she will be putting out a local ad out so that she can meet with the potential tech person. Alex asked about finding a volunteer through the board but Lisa said that she was worried that this meant a member volunteer would not be able to enjoy the conference (they will be setting up the next speaker, attending to technical issues etc.). Alex asked who will be introducing the speakers. Lisa said that it would be her. Alex asked if there would be separate zoom links for each session. Lisa said that this was the direction that the committee was thinking of going as it meant that people could navigate more easily and the tech person could set up with the speaker beforehand.

Alex said that there has been a whole stream of emails about the conference and that she would pull all of them and send them with the motion to the recording secretary so that all of this can be included in the meeting. Alex asked if Lisa could remind her if there was going to be access to the speaker presentations after (replay). This will not be happening as it is supposed to reflect a conference experience and speakers have not been approached to do a webinar, just a presentation. Alex asked if there was a maximum number of people that would be allowed. Lisa said it would just be whatever the ISC/SCI zoom level is, which she thought is 500. Lisa added that she could not see the 2021 conference being more than 500 people anyway. Stephen asked what the qualifications for the tech person are. Lisa said comfortable with Zoom, articulate, patient with non-tech people and able to speak not in code. Alex said that she would create a folder for Lisa/conference 2021 for the information about the conference.

e) Conflict-of-Interest Policy (JoAnne Burek) See report.

*MOTION*

JoAnne moved that the ISC/SCI adopts the ISC/SCI Conflict of Interest Policy. Ronnie seconded. Carried.

This policy is to be filed in the policy folder. JoAnne will change the date to today's date. JoAnne asked if this should be limited to members and suggested adding it to policies and procedures on the website. Executive agreed.

- f) President's Report (Alexandra Peace) See report.
  - i. Translations procedure. Translation co-ordinator. The situation is that anyone from the executive is able to send thing (Anna Olivier) to the translation co-ordinator. She functions as the gate keeper to make sure that things are sent to the translator in a reasonable manner. Alex said that Anna has also done some translations if she has the time and there is a lot but this should never be assumed. Because there is so much crossover, it is important that the same thing not be sent for translation over and over. Alex would like there to be a translation folder so that there is somewhere to put each translation as it comes back. This would prevent different people sending the same (or something very similar) thing for translation; they can look in the folder to see if that they need is already there. Alex asked if this folder could be where Anna puts the translations as they come back instead of emailing them to each individual. However, JoAnne let Alex know that if Anna has access to this folder, she would have access to everything else in the board folder. JoAnne asked if it would be possible to have a translations folder independent of the board folder, like the committees. This would mean that anyone who needs translations would need to be given access to this folder and there are a lot of people who would need this. Alex decided that, despite the high traffic that would be necessary, this file would be a better idea.
  - ii. Position descriptions. See report. These are the descriptions for the ISC/SCI executive positions that are changing. Alex said that each would have procedures with them. Alex asked

that everyone review together and asked for comments, starting with the president position. General point, Alex will be changing the board binder to the executive committee binder. Lisa suggested just binder, as Ronnie had suggested that it be something shorter. This would be more efficient. Alex will call it Executive Committee Binder but will refer to it as binder in paperwork and discussion.

Ronnie asked for clarification as to whether or not it was permanent that there is a co-president. Alex said that this would be the choice of the incoming person. Ronnie suggested that having co-presidents communicates how collaborative the ISC/SCI is. The only reason it is not mandated is because there are times when people were unable to find a co-president but could find someone to stand as vice-president. Ronnie suggested that there art least be a line somewhere that reminds people that there is the option to have the co-presidency; this way it will not get lost if there is a term of two years with only one president. Time commitment is four years not two years (two as junior, two as senior). There is reluctance to use that wording though as it implies that there is a lack of equality or work, which is not true. There was a suggestion from Jason and Margaret that this be worded in terms (four year terms, but split). Executive was reminded by the president that time tracking is very important to position description updates. Ronnie suggested that the skills required section should have outreach as that is one of the main things that the president does. Alex said some of that might just be her personality. Lisa agreed that it is not necessarily needed for the job but is a bonus. The next person could bring a different strength. Everyone has a different approach, so it is important not to frighten anyone away. Margaret thought that the skills required were well written as is. Jason asked if it was worth saying something about dedication to society, to create an emphasis on the society and push away from opportunism. Alex said that she would add that. Alex asked if that was worth putting in all of them and everyone agreed. Julia asked about asking for a certain number of years of experience within the society. Alex and Margaret agreed that experience with the executive is



very important to filling to role of president (or co-president). Alex will be adding experience on the executive committee to the skills section.

Review moved on to the position description for the vice-president (position will not be filled moving forward as Jason will be coming on as co-president). Alex said that the vice-president is a holding position when there is no co-president. Alex will be adding president/co-president to the top of the president discussion. Ronnie asked for clarification as to when there is a vice-president. Alex explained that this works to make sure the president has someone to work with but the person has no commitment to following the four-year path. Ronnie said that the term should be adjusted then and Alex agreed. Julia suggested that the description be amended to explain that this position is not always filled. Alex will be adding to all position descriptions that there should be a commitment to the society (as per Jason's suggestion).

Discussion then moved on to the position descriptions for the regional reps. These have been reviewed by the regional reps that currently fill the positions already. Lisa added that the regional meeting time should include the prep that goes into it and attend should be switched to hold for the Zoom meetings. Jason wanted to add that language could be an issue for the regional reps (those who are unilingual). He had spoken to Anna, who said that francophone members do currently feel supported but Jason thought that, especially for the east, it could be beneficial for regional reps to be bilingual. Alex will add that being bilingual is an asset.

Discussion moved on to the position description for the International Liaison. Julia pointed out that it says that they are following something but does not say what. Alex will look into what that came from. Alex unsure about the time allocated for emails, it seemed like a lot. JoAnne and Margaret thought that this wasn't a lot and possibly not enough. Alex decided to put variable. There are two appointments (international liaison and recording secretary). Margaret is taking over as international liaison as François has

tendered his resignation. Alex brought up that it is important to maintain voices on the executive committee that have been around working for the ISC/SCI for a long time to maintain consistency and offer advice. She spoke to Heather Ebb who said that someone can be appointed as a special advisor, to attend, listen to and help with meetings but they are not given a vote. Alex would like to bring François back to the committee in this position. Jason thought that this was a good idea and pointed out that it doesn't take any ISC/SCI resources. This will go forward at the AGM.

Discussion moved on to the position description of the website administrator. Alex spoke to JoAnne about this as no one has come forward for it yet. Alex asked reps to boost this position but without frightening people, the website has already been designed; it is just maintenance. Jason responded that he had actually received a promising response to this posting during the meeting. They have some concern about the time commitment, Jason was going to give them further information. JoAnne said that the time commitment is difficult to track because she does other things as well but there is lots that she has automated at this point and is set up so it takes care of itself. Jason gave the applicant the most recent description that he had but Alex suggested that he use this most recent one being discussed and updated. Discussion moved briefly back to International Liaison, to confirm that the position length is two years with an option to renew. Alex asked for any other comments on any of the position descriptions. There were none. Alex will clean them up and send them out for executive review over the next week. After that, Alex will ask JoAnne to put them up on the ISC/SCI website.

- iii. Emeritus committee. See report. There is a committee needed here. Alex does not want to take this on. The certificate and badge are finished. Someone needs to figure out who is going to get them, gather information, and put a presentation together and to decide if this will happen at the AGM. Originally, this was Margaret, Jason and Lisa. Alex asked if they felt like being the initial emeritus committee for

this year. Margaret said yes. Jason said he cannot take it on right now. Lisa said that she could do it. Lisa said that the priority should be the current emeritus who did not get a certificate. They should be cared for first, then it should be decided if there should be more. Heather was suggested for the next recipient. Alex asked Tere and Liese if they would be interested in being involved. Tere said she would give it some thought. Liese cannot take it on right now. Alex said that she wanted a differentiation between legacy and Heather. Alex said that if the committee wanted to write up procedures as they worked their way through this, that would be helpful.

- iv. Executive committee binder. (Board Binder) See report. Alex reminded everyone that Vicki put a lot of work into this and thanked her. Julia pointed out that the list at the back was outdated. Alex agreed and will update it. She will be sending it to Tere and Liese for review; they are to bring to her any questions or comments that come up while reading it. This binder and its collection of information will be for new people coming into the executive to help them get their sea legs.
- v. Webinar Policy. See report. Alex said that Wendy Savage did a lot of research and put together a great document. Alex reviewed it and then brought it back to the executive committee for review. During the meeting, she asked them for comments and questions. Alex said that she and Wendy felt that the webinars should only be for members right now. This leaves space for improvement and development as the program moves forward and relieves a little pressure in the beginning stages. This could change eventually, as the ISC/SCI webinars improve and the society feels that they can be shared, but may not. The other concern behind this decision was that the content will mostly be Canadian anyway, so that will limit the interest from outside of the ISC/SCI. There are no volunteers for this yet, but webinars will eventually need two. Stephen asked about fees: Does the executive have to approve the fee, if there is one? Would it be easier if there is a template in place to set the fees later so there doesn't have to be constant review? Alex said that having a template is a good idea, it should be in procedures

not policies. It is important that the webinar program break even. Alex will write this section (fees and cost) up a bit more. She is unsure as to whether this will be in procedures or policies but it will be somewhere. Jason thought that the host position could be left as variable. It could be nice to have someone who knows that speaker etc., and it is not a huge commitment. Stephen asked if the host should be a society member. Alex said yes, both volunteers have to be members, but the presenter does not have to be. Experts would be hired by the ISC/SCI as wanted/needed. Ronnie added that the host is responsible for encouraging questions and keeping the momentum going.

- vi. AGM date. See report. Alex asked if the executive committee wanted the AGM booked before or after the ISC/SCI conference, as it cannot be at the conference this year. Lisa suggested that holding it afterwards gives the executive the opportunity to report on the conference and the ED winner. Alex asked Margaret what she thought. She thought beforehand would be better but did not have a reason, this was just her initial reaction. Ronnie suggested that one of the things that is done at the AGM is talking about the year and that it would be great to talk about a successful conference. Vicki agreed that since this was the first virtual conference, it would be good to discuss it after the fact. Stephen agreed that the AGM should be held after but not immediately so. Two or three weeks later was suggested by a few people, maybe the 19<sup>th</sup> of June, 2021. Alex suggested that it not conflict with the EAC conference.

## **6. Action Items**

## **7. New Business**

- a) Rates Survey (Lisa Fedorak) See report. [Discussion began here] Lisa had suggested that the survey group be changed into an ongoing committee. Alex asked how many people would be needed. Lisa said that there are currently three members in the survey committee. Alex asked if it should function as the other committees do (members eventually

move up to chair). Lisa said that this would be a good idea to maintain continuity, as there is going to be something from this committee every year. Lisa said that she is ok staying on for now. Alex said that it will be called the survey committee and that a mandate and description will need to be drawn up. Alex will discuss with Lisa to put together for review. Alex will be getting in touch with Martin to ask him if he will be taking over as chair eventually. Lisa returned to discussion of the rates survey itself. She said that some of the questions from the rates survey were repeats of the membership survey so they were taken out so more questions could be added at the end. The survey begins with demographic information. Alex mentioned concern for asking demographic information (specifically gender). She asked if there was a reason for asking. Lisa answered that the society knows that most indexers are women and it has been found that women don't like to talk about money, or ask for raises. The hope in asking for demographic information is that more could be learned about whether or not this is a factor in the rates that indexers are setting for themselves right now. Lisa did say that this may be difficult to do though. Alex asked if this could be added as an explanation as to why the question was present. JoAnne added that the sample size is small enough that it may not be a good representation. Lisa said that it could be taken out if people thought that that would be a good idea. Alex asked if the ISC/SCI needs that information. Lisa said that this was an idea that came from something from SI. Julia suggested that there be a prefer not to say checkbox so that people are not being forced to answer. Lisa said that the reason for asking about age was to understand our resources (How many people are looking at retirement? Is it a second career?). This also works to identify how many new members are coming in as a first career. JoAnne said that she didn't know if age would provide that information. Lisa said that if half the membership is under 40, the society then knows that they could be around for another few decades as members and indexing. If there is a larger population 50 and over, the ISC/SCI will know that people may be leaving or retiring sooner. Ronnie said that the question on page 8 that asks

how long people have been indexing could be split into part-time and full time, as some people start with part-time to supplement a different job. Lisa agreed that the beginning of indexing can be very varied but she was not sure how the ISC/SCI could take that information and use it for the rates survey. Jason suggested that it could be reworded to say something to the effect of how many indexes have you completed because that could work to be more clear for people who have started as part-time and adjusted. Alex suggested that it would be easier to track experience. Ronnie added that if indexing was done at work rather than independently, that could change the answer to this question as well. Jason said it could be how much experience do you have? And allow for people to feel in what they are the most comfortable with. JoAnne asked for clarification: is the survey just looking at freelance work? Those who index for the government do not have a choice in their rates. Lisa explained that once someone indicates that they are working for someone else, they are led to the end of the survey as the questions no longer apply. Ronnie said that it is important to know that many people who are indexing professionally may be doing it as half or part of their professional responsibilities (for the employed people). Lisa said that the purpose of the survey is to ask about rates so once someone identifies that they are working for someone else, they are guided to the end so there is no confusion. JoAnne wanted to ask about question 11, asking is there could be a split: what was it like in 2019? What was it like in 2020? To account for the effects of the pandemic. Alex suggested that there could also be wording to the effect of "or 2019 if 2020 was anomalous." Stephen suggested that it would be difficult to know if 2020 was anomalous until the end of 2021. Alex and Lisa agreed and thought that maybe this distinction could be saved for the large membership survey. Lisa suggested that indexers won't really start to feel the effects of the pandemic until now, as books were already far down the pipeline and needing indexes, but now they would have been delayed. Alex asked how long these changes to the survey would take. Lisa said that they would be doing a few tests and then add something

at the beginning so people will know what to expect when they take it. Lisa indicated that this is a subject that ISC/SCI members have expressed a lot of interest in so she expects people will take the time to answer. She also asked that the ISC/SCI provide a 50 dollar gift card for a winner from those that filled out the survey to an independent bookstore as an incentive. People seemed positive about this idea. Lisa said that the samples (question 24?) were included to stop the "it depends" question and give everyone the same thing to consider. Everyone would be quoting on the same thing. Lisa credited Martin with this idea. Alex wanted to address question 27, which an answer of never says to go to 29 but should lead to 28. Lisa reminded everyone that the numbers will be different as some questions were changed. Jean is doing the formatting. Alex asked if Lisa would address the issues, put the new one up for the executive to review and then an email motion for approval. Lisa said that she would.

- b) Thanks Awards (Alexandra Peace) See report. Alex asked if this plan is enough? Did the executive committee think that prizes should be sent? Stephen asked for confirmation that right now people can nominate people and their names would appear in *The Bulletin*. Alex said yes. Alex then ran through the back story of the thank you awards for Tere and Liese (the awards originated from a suggestion that came from a former member suggestion). Alex asked if this new award should be advertised. She also asked if it should have a better name. Finally, Alex asked if there should be an actual physical award. Judith said that she used to have a manager who did something similar which they called kudos cards. She had kudos cards made up that had no monetary value but that came with the thanks and notice of someone's good work and effort. Judith added that studies have shown that when you pay someone for something, it devalues it. Alex and Margaret liked the card/notice idea. Margaret referred to a Darts and Laurels section in a newspaper where she used to work. The laurel part was a recognition of people who had done something to improve society/community/etc. She suggested that this is a nice image. Judith suggested getting the magpie into that somehow. Alex suggested naming the award/recognition "Magpie Kudos."

Margaret liked that. Stephen said that if this is something that is a public acknowledgement, it should be mentioned at the AGM as well. Alex suggested that there be a card made up that get sent out. Ronnie agreed. Alex moved that she ask David Edelstein to draft up a card with the ISC/SCI logo, magpie logo and kudos. Jason seconded. A vote was not taken at this time and discussion continued. Judith suggested that the society give the person who nominates the recipient the choice of having their name on the card as well or being anonymous. Ronnie asked if the Magpie Kudos should be promoted a few times (two regional meetings) before it begins. JoAnne said that this would be a good idea, plus it could appear in emails and on the website. JoAnne is less sure about the cards, as that means a lot of extra of printing and postage. She reminded the executive that this award started as a little line in *The Bulletin*. In response, Alex offered to go over everything that had been suggested, piece by piece, to see how everyone was feeling about what had been added. Everyone ok with the thank you awards going into *The Bulletin*. Next was cards. Alex thought the cards could get printed for 25 dollars a year but offered to get quotes for everything, if the executive liked the idea of the cards. Jason suggested that the pandemic is not an appropriate time to be adding to mail. Judith suggested paperless post for cards, in which any card/invitation/announcement that would usually be sent out as a physical card is done online. The cost is reasonable in comparison to normal postage costs. JoAnne asked for the cost. Judith explained that you buy coins so it depends on what you are doing and sending. JoAnne also suggested scrapping the cards. Ronnie suggested moving towards cards after it is safe and the pandemic is over. She added that any promotion of communication and connection in this solitary profession should be promoted by the society. Margaret asked Alex about asking David Edelstein to design something for the emails so they still look formal. Alex argued for the cards again, saying that NS has minimal cases and they would be coming from her. Motion that was on the table was dismissed. Alex asked if she should get David to design something nice for the email, so it stands out. The executive committee were ok with that. Alex asked if the Magpie Kudos would be announced at the



AGM. JoAnne suggested announcing it sooner, as there is no reason to hold off until the AGM. Website, email and *The Bulletin* all go out before the AGM and those would be the mediums by which the awards would be promoted. The also leaves the AGM for more official things, no roll out to be discussed. It was agree upon that the award would be called Magpie Kudos and that it will be in *The Bulletin*. Judith asked if the announcement will be on the website and asked how people will find out how they nominate a member. JoAnne said that that is roll out so that will be figured out later. Alex asked how nominations will be announced. Everyone thought that *The Bulletin* was enough with a compilation at the AGM. It was decided that putting the Magpie Kudos on the website opens it up to a difficult discussion as to where would it be put. JoAnne suggested that ideally it could be a nice thing to put in the listing. Alex said that the Magpie Kudos should go in just *The Bulletin* for now. JoAnne confirmed that the recipient will get an email. Alex would really like to have a very small design for the email and *The Bulletin*. There will be a form that can be filled out for nominations. This will send something to the recipient and to Vicki for *The Bulletin*. Ronnie said that for the rollout the regional reps can bring it up a few times in meetings. This will happen after JoAnne has the form ready and a few people have tested it.

- c) Buy American Policy (Ronnie Seagren for Sergey Lobachev) See report. Discussion pushed back because of lack of time. Ronnie worried that this has been pushed back along with other questions. She suggested that an email be sent to the executive committee to get their responses to this concern so that she can bring Sergey an answer in a timely manner. Stephen said that one of the rates survey questions has to do with American income.
- d) Canadian Freelance Union (Ronnie Seagren for Sergey Lobachev) See above.

**8. Next Meeting** Budget meeting: April 17<sup>th</sup>, 2021. Next Exec meeting: May 8<sup>th</sup>, 2021.

**9. Adjournment** President called meeting to a close at 4:18pm eastern

## Reports

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Central Region Report (Ronnie Seagren)

We've only had one meeting since the last Executive meeting.

JANUARY 30

Eighteen people gathered to meet with Carla deSantis as she took us through the process of creating her Ewart-Daveluy award-winning index. She wrote the scholarly index for Heather Bamford's *Cultures of the Fragment: Uses of the Iberian Manuscript, 1100-1600*. It was actually the second index she'd ever done, and really special.

The meeting had three parts. First, Carla walked us through the index, focusing on the issues she had to figure out. Language and names presented particular challenges, with fictional names, names without surnames, double surnames, and so on. Names of works, poems, and fragments had to be handled consistently, when they didn't all have the same information. The metatopic of "fragmentation" into three main headings: "fragmentary works," "fragmentation," and the "fragments" themselves. Likewise, because she was limited to two heading levels, she added several other main headings besides "manuscripts": "manuscript context," "manuscript culture," "manuscript disuse," and "manuscript production and circulation." She explained what she had to deal with to define cross-references.

Then we looked at the [criteria for the award](#) to see how her index met each of those points. And finally, Carla took us through a couple of pages, showing how her approach worked with the text.

It was clear that both subject knowledge and some languages were extremely helpful in this project. For example, she knew to include “shelf marks” with abbreviations for the libraries where the fragments are held.

We decided to continue meeting on the last Saturday of the month, 2-4 Eastern.

NOVEMBER 14

Our previous meeting was before the last Executive meeting.

### MEMBER QUESTIONS

Two questions from Sergey Lobachev are on the agenda. See the file 2020 02 06 Buy American Impact.docx.

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

I realize, looking through my records, that I have not submitted a report for the prairie region since January 2020. I apologize for the oversight.

The prairie region is growing in numbers, with several new indexers. This provides a good opportunity to try new things with regional meetings, as previously meetings have been pretty informal.

During our last meeting, on December 1, 2020, we critiqued an index for a scholarly book, which I found on Amazon. Seven people came out and we had a good discussion. It was encouraging to see that content like that is welcomed.

The last meeting previous to that was on March 26, 2020. Four people attended, and we have a good discussion on various topics people brought up.

This report is for information only. No discussion necessary.

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*BC Rep Report (Lisa Fedorak) February 6, 2021*

The BC group meets regularly at 7pm (Pacific) on the 4th Wed of the month. We are slowly creating a small but active community. I plan to move between having programmed months (index critique, article discussion etc.) and meeting on the fly. We realize that our meeting time isn't too helpful for those beyond the prairies however for the time being the evenings are what work for people. When telling the BR group about the change in the national meetings, there was disappointment from some at the early hour as 3 is quite early to be ending the work day and heading into a meeting.

November: Only 2 members (Judi Gibbs and myself) met in November as the meeting wasn't well published. It was fortuitous as I was having an indexing issue so Judi and I had a one on one session about restructuring an index.

December: new member Jean August (Vancouver) came to the group and asked Judi and I many questions about indexing as she has just finished the SFU course and Audrey was her instructor.

January: Audrey McLellan presented an index she had done for WorkSafe (BC's workers compensation group agency). It was an opportunity for us to discuss a non-book index, some terminology choices and how to review an index. There was some interest from Ontario in the session, however the hour was too late for them.

For discussion only

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*ISC – Eastern Region Report, February 6, 2021*

Regional activity was minimal over the summer of 2020 due to the pandemic and my own health issues.

In November of 2020 I established monthly Zoom meetings for the region. These are held on the 4<sup>th</sup> Wednesday of the month at 7pm EST (Montreal time).

Our first such meeting was on November 25<sup>th</sup>, and took the form of an index critique. Attendance was quite good, with around 12 people showing-up. In December we skipped the meeting as it fell on the 23<sup>rd</sup>, at which point myself and many other members were already on holiday. We held another index critique on January 27 which was sparsely attended, with only 4 members. The discussion was quite productive, however.

Going forward I plan on both advertising the meetings more aggressively, and asking for people to RSVP to be sure we have sufficient attendance for the meeting to be productive. It worked fine at 4, but less than that and it may not be sufficient.

I have also been working on administrative tasks, such as updating membership lists and procedure documentation.

Respectfully Submitted

Jason Begy

*Ewart-Daveluy Indexing Award Committee (Judy Dunlop and Mary Newberry)*

February 6, 2021

Following were completed since November 2020 report:

1. Kate Mertes will join the committee as a guest to help with 2021 submission reviews.

Committee for 2021: Judy Dunlop will co-ordinate the 2021 submission reviews. Members are Mary Newberry, Audrey McLellan, Noeline Bridge, and guest Kate Mertes. Judy will continue as co-ordinator for 2021-2022.

2. We changed the procedures so that hard copies will be submitted only if a PDF of the book cannot be provided.
  3. Reminder of Call for Nominations was sent out by communications.
  4. Deadline is February 22, 2021, but if needed we will adjust the deadline to increase the number of submissions.
  5. We reviewed the guidelines for storage of documents in Dropbox while honouring our commitment to confidentiality.
- 

*Bulletin Newsletter Report – Vicki Gregory*

I'm happy to report we were successful in producing three Bulletin issues in 2020 in a pretty smooth fashion. In general, I'm feeling comfortable with the procedures and steps needed and am working on ways to stay organized. Looking forward to continuing in this role.

*Time tracking and procedure*

- I will be making use of Toggl to track my time and then I will log my time commitments in my Position Description for future members who take over the role.

- I continue to add to my “Bulletin Steps” file which is giving me a step-by-step plan as well for future members in this role.
- I’ll be adding a file on specific announcements/reports and which issue they should be included in. For example, Ewart-Daveluy award blurb should be in the winter issue.

#### *Graphics and article size*

- As we did have some space issues on the Winter issue I am considering giving contributors word-count limits.
- Picture resolution of photos and graphics has also been an issue as they are often too small to render properly. I now have some recommendations from Sergey that I will share with contributors.

#### *Ideas going forward*

- Considering whether a digital only format might be an option in the future – perhaps using a platform such as Mailchimp. I’ve been using this to proofread for the Culinary Historians society who use it to produce their monthly newsletter.
- Supplementing Bulletin with “Blurb” articles on a different topic each issue. E.g., Sending out a call to members to provide 3-4 sentences on “Time management ideas”. Benefit: hearing from more members; short time commitment.

**This report is for information only.**

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#### *Conference Report (Lisa Fedorak)*

Planning continues for the conference. The dates have been expanded to be Thursday, Friday and Saturday May 27–29, 2021. This will allow for networking and hopefully help people be less exhausted after a full day as it can be tiring to have full days of Zoom meetings.

A save the date post will be going out shortly with regular blog posts to advertise the various sessions as has been done in recent years. A hashtag will be developed between conference communications and the social media volunteer so that all posts can be gathered in one place, including those by attendees.

The keynote speaker will be Raegan Swanson from The ArQuives, the LGBTQ+ archives of Canada based in Toronto. They will speak about the

collections that they hold as well as the various challenges they have in dealing with classification and terminology selection while reflecting societal changes.

The Conference Committee would like the Ewart-Daveluy Committee to make the arrangements for the presenter(s) and award winner(s). The Conference Committee did not want to prescribe to the E-D Committee how their award presentation should be handled. We have set aside half an hour for the presentation and the E-D Committee need not work to take up the entire half hour as any excess time would become a coffee break.

The Committee will be developing presentation guidelines to help presenters put on a good online presentation. It will cover issues like camera placement, sound and lighting quality.

The Committee is discussing how to deal with the ad *The Indexer* wishes to put in our 'program'.

The panel discussion on the ED Award will have a french component from Anna Olivier, one of last year's winners.

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### *Financials (JoAnne Burek)*

#### **This report is for information only.**

The financials in this report cover transactions from September 8 to December 31, 2020, as the last report ended September 7 to accommodate the executive meeting in September.

The major expenses in this period include the TIDE bursary (indexing course) of \$525, the Congress of Humanities Ad at \$1100, and *The Indexer* (2 issues, \$3800),

The miscellaneous expense was flowers for Mary Newberry.



**Balance Sheet**

**Current Quarter**

	2020 Q3		2020 Q4	
	Sept 7	Change	Dec 31	
Cash Account	\$ 28,852.79	\$ (2,600.86)	\$ 26,251.93	
GICs	\$ 13,698.83	\$ 4.50	\$ 13,703.33	
Stripe	\$ 168.57	\$ 195.67	\$ 364.24	
<b>Total</b>	<b>\$ 42,720.19</b>	<b>\$ (2,400.69)</b>	<b>\$ 40,319.50</b>	

(continue to next page)

Income & Expense	Fiscal Year 2020 - 2021					Dec 31/2020	
	2020 Q2 Apr-Jun	2020 Q3 Jul-Sep 7	2020 Q4 Sep 8-Dec	2021 Q1 Jan-Mar	Fiscal YTD	Budget	Var
<b>INCOME</b>							
<b>Membership</b>							
Individual	\$ 2,281.62	\$ 1,570.00	\$ 3,091.68		\$ 6,943.30	\$ 10,820.00	64%
Institutional		\$ 125.00	\$ 521.50		\$ 646.50	\$ 1,010.00	64%
Student	\$ 130.00		\$ 65.00		\$ 195.00	\$ 195.00	100%
Emeritus		\$ 50.00	\$ (34.00)		\$ 16.00	\$ 150.00	11%
Find an Indexer	\$ 905.81	\$ 495.00	\$ 958.96		\$ 2,359.77	\$ 3,795.00	62%
<b>Total Membership</b>	<b>\$ 3,317.43</b>	<b>\$ 2,240.00</b>	<b>\$ 4,603.14</b>	<b>\$ -</b>	<b>\$ 10,160.57</b>	<b>\$ 15,970.00</b>	<b>64%</b>
<b>Other Income</b>							
Advertising - Bulletin					\$ -		
Award E-D entrance					\$ -	\$ 150.00	0%
Indexing Booklet (Burek)					\$ -		
Magpie pins					\$ -		
Mentorship program	\$ 100.00	\$ 100.00			\$ 200.00	\$ 400.00	50%
<b>Total Other Income</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200.00</b>	<b>\$ 550.00</b>	<b>36%</b>
<b>TOTAL INCOME</b>	<b>\$ 3,417.43</b>	<b>\$ 2,340.00</b>	<b>\$ 4,603.14</b>	<b>\$ -</b>	<b>\$ 10,360.57</b>	<b>\$ 16,520.00</b>	<b>63%</b>
<b>EXPENSES</b>							
<b>Awards</b>							
Banquet tickets (E-D award winner)					\$ -		
Frames, certificates, mailing			\$ 239.43		\$ 239.43	\$ 370.00	65%
Translation	\$ 75.94		\$ 115.00		\$ 190.94	\$ 100.00	191%
<b>Total Awards</b>	<b>\$ 75.94</b>	<b>\$ -</b>	<b>\$ 354.43</b>	<b>\$ -</b>	<b>\$ 430.37</b>	<b>\$ 470.00</b>	<b>92%</b>
<b>Bulletin</b>							
InDesign		\$ 48.74			\$ 48.74	\$ 150.00	32%
Postage			\$ 88.04		\$ 88.04	\$ 125.00	70%
Printing			\$ 193.20		\$ 193.20	\$ 615.00	31%
Translation			\$ 141.55		\$ 141.55	\$ 700.00	20%
<b>Total Bulletin</b>	<b>\$ -</b>	<b>\$ 48.74</b>	<b>\$ 422.79</b>	<b>\$ -</b>	<b>\$ 471.53</b>	<b>\$ 1,590.00</b>	<b>30%</b>
<b>Executive Expenses</b>							
International liaison travel					\$ -		
Executive Travel							
Executive Meetings					\$ -		
Regional meetings						\$ 400.00	0%
<b>Total Executive Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400.00</b>	<b>0%</b>
<b>Membership expenses</b>							
Memb Stripe/Bank Fees		\$ 72.67	\$ 134.18		\$ 206.85	\$ 479.00	43%
The Indexer	\$ 1,906.59		\$ 3,801.05		\$ 5,707.64	\$ 7,725.00	74%
<b>Total Membership expenses</b>	<b>\$ 1,906.59</b>	<b>\$ 72.67</b>	<b>\$ 3,935.23</b>	<b>\$ -</b>	<b>\$ 5,914.49</b>	<b>\$ 8,204.00</b>	<b>72%</b>
<b>Mentorship program</b>							
Honorarium payouts	\$ 90.00		\$ 90.00		\$ 180.00	\$ 360.00	50%
<b>Miscellaneous expenses</b>							
			\$ 113.00				
	\$ -	\$ -	\$ 113.00		\$ -	\$ 150.00	0%
<b>Operating Expenses</b>							
Bank Fees	\$ 103.26	\$ 4.50	\$ 16.50		\$ 124.26		
Postage					\$ -		

Income & Expense	Fiscal Year 2020 - 2021					Dec 31/2020		
	2020 Q2 Apr-Jun	2020 Q3 Jul-Sep 7	2020 Q4 Sep 8-Dec	2021 Q1 Jan-Mar	Fiscal YTD	Budget	Var	
Total Operating Expenses	\$ 103.26	\$ 4.50	\$ 16.50	\$ -	\$ 124.26	\$ 120.00	104%	
<b>Promotion</b>								
Association memberships, etc.		\$ 452.03			\$ 452.03	\$ 420.00	108%	
Printing						\$ 300.00	0%	
Advertising			\$ 1,100.00		\$ 1,100.00	\$ 1,000.00	110%	
Word on the Street Toronto					\$ -			
Total Promotion	\$ -	\$ 452.03	\$ 1,100.00	\$ -	\$ 1,552.03	\$ 1,720.00	90%	
<b>Software &lt; \$500</b>								
QuickBooks Online		\$ 327.70			\$ 327.70	\$ 300.00	109%	
Zoom			\$ 226.00		\$ 226.00	\$ 200.00	113%	
Total Software	\$ -	\$ 327.70	\$ 226.00	\$ -	\$ 553.70	\$ 500.00	111%	
<b>Volunteer Appreciation</b>					\$ -			
Volunteer Appreciation					\$ -	\$ 100.00	0%	
<b>Website and Listservs</b>					\$ -			
Hosting		\$ 289.67	\$ 34.76		\$ 324.43	\$ 300.00	108%	
Maintenance (including plugins)		\$ 139.21	\$ 190.62		\$ 329.83	\$ 160.00	206%	
Web Networks		\$ 170.00			\$ 170.00	\$ 170.00	100%	
Translations					\$ -	\$ 200.00	0%	
Total Website and Listservs	\$ -	\$ 598.88	\$ 225.38	\$ -	\$ 824.26	\$ 830.00	99%	
<b>TOTAL EXPENSES</b>	\$ 2,175.79	\$ 1,504.52	\$ 6,483.33	\$ -	\$ 10,050.64	\$ 14,444.00	70%	
<b>NET OPERATING PROFIT/LOSS</b>	\$ 1,241.64	\$ 835.48	\$ (1,880.19)	\$ -	\$ 309.93	\$ 2,076.00	15%	
<b>Extraordinary and Special Project expenses</b>								
TIDE Bursary			\$ 525.00		\$ 525.00	\$ 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	\$ -	\$ -	\$ 525.00	\$ -	\$ 525.00	\$ 6,230.00	8%	
<b>NET BEFORE CONFERENCE</b>	\$ 1,241.64	\$ 835.48	\$ (2,405.19)	\$ -	\$ (215.07)	\$ (4,154.00)	5%	
<b>Conference</b>								
Revenue	\$ (217.50)				\$ (217.50)			
Expenses	\$ 53.37				\$ 53.37			
Conference Net	\$ (270.87)	\$ -	\$ -	\$ -	\$ (270.87)	\$ -		
Accrued Interest	\$ 24.51	\$ 109.99	\$ 4.50		\$ 139.00	\$ 100.00	139%	
<b>NET PROFIT/LOSS</b>	\$ 995.28	\$ 945.47	\$ (2,400.69)	\$ -	\$ (346.94)	\$ (4,054.00)	9%	

## Balance Sheet

### Current Quarter

	2020 Q3		2020 Q4
	Sept 7	Change	Dec 31
Cash Account	\$ 28,852.79	\$ (2,600.86)	\$ 26,251.93
GICs	\$ 13,698.83	\$ 4.50	\$ 13,703.33
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<b>Total</b>	\$ 42,720.19	\$ (2,400.69)	\$ 40,319.50

### *International Liaison (F. Trahan)*

ICRIS informal meetings online: Alex spearheaded this idea, first with the ICRIS co-coordinators (Pierke and Caroline) and after their approval Alex determined a day and the times to fit all the societies, from Australia at 10pm to Victoria, BC at 5am.

This came about because the triennial was postponed to 2022 and all the societies' conferences have now moved online, so there have been no informal meetings since the UK conference in the fall of 2019 and it didn't look like there would be any until either late 2021 or next year. With such a huge gap, Alex impressed on all of us the importance of the global connection for ISC/SCI members and all other indexers.

At the time of writing, most societies and affiliates will join (NIN, SI, ANZSI, DNI, CSI, Mary Coe for The Indexer, and ISC/SCI) and we're assuming the other three (ASAIB, AFEPI, ASI) will join us too. We have a few topics of conversation already and are allowing for up to three people from each society to join the informal meeting.

We have offered ICRIS to use our Zoom account for this and for the following meeting at a date to be determined, but probably six months after this one.

For information

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### *February 2021 Membership Report (Julia White)*

#### *Activities Completed*

- Provided membership reports for *Bulletin* issues
- Ongoing updates of membership renewals, activations and lapses
- Alexandra Peace corresponded with the Society of Indexers, UK, and came to a new agreement about sending them ISC membership updates. From now on, ISC's

membership secretary will send the SI an update four times per year, just before each issue of *The Indexer* is mailed out.

*Planned Activities*

- Resources for newcomers

*Membership numbers*

As of January 30, 2021, we have 117 active members.

On a year-over-year basis, overall membership numbers have increased 10.4%.

Canadian memberships have risen and international memberships have been stable.

Since the last full report in September 2020, the total number of members has increased by nine. The increase was due to an increase in individual memberships, plus one new student membership.

<b>Comparative</b>	<b>January 2021</b>	<b>September 2020</b>	<b>January 2020</b>
<b>Total</b>	<b>117</b>	<b>108</b>	<b>106</b>
Canada	100	91	90
International	17	17	16
Individual Basic	32	26	32
Individual Listed	68	65	63
Student	4	3	1
Emeritus	3	3	3
Institutional	8	8	7

Basic Trial	2	3	
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RESIDENCY OF MEMBERSHIPS							
Canada	Total	Basic	Listed	Student	Emeritus	Institutional	Basic Trial
BC	20	8	10	1	-	1	-
AB	13	2	8	-	1	1	1
SK	1	1	-	-	-	-	-
MB	0	-	-	-	-	-	-
ON	51	11	33	1	2	3	1
QC	9	3	4	2	-	-	-
NS	3	-	3	-	-	-	-
PEI	1	1	-	-	-	-	-
NB	1	1	-	-	-	-	-
NL	1	1	-	-	-	-	-
<b>Total Canada</b>	<b>100</b>	<b>28</b>	<b>58</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>2</b>

International	Total	Basic	Listed	Student	Emeritus	Institutional	Basic Trial
United States	15	2	10	-	-	3	-
Australia	1	1	-	-	-	-	-
South Africa	1	1	-	-	-	-	-
<b>Ttl International</b>	<b>17</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>

#### *New members*

The following members have joined (or rejoined) since the last full report on September 12, 2020:

Eileen Allen, Pompey, NY; Institution Basic  
 Jean August, Vancouver, BC; Individual Basic  
 Kristina Brousalis, Mississauga, ON; Individual Basic  
 Shannon Foskett, ON; Individual Basic  
 Jessica Dee Humphreys, Toronto, ON; Individual Listed  
 Pavandeep Kaur, Brampton, ON; Individual Listed  
 Rebecca La Marre, Saskatoon, SK; Individual Basic  
 Julie McClung, Victoria, BC; Institution Basic  
 Elaine Melnick, Toronto, ON; Individual Listed  
 Erika Millen, Indianapolis, IN; Individual Listed  
 Celine Parent, St. Catharines, ON; Individual Basic  
 Patricia Richards, Surrey, BC; Individual Basic  
 Amanda Rodgers, Newmarket, ON; Individual Listed

Elena Tarasova, Toronto, ON; Individual Listed  
Dace Veinberga, Toronto, ON; Individual Basic  
Shannon Viola, Calgary, AB; Individual Listed  
Julia Walters, Redland Bay, Qld, Australia; Individual Listed

**This report is for information and can go in the consent section of the Agenda.**

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*Mary Newberry Mentorship Program (Stephen Ullstrom)*

Work on the mentorship program is ongoing. We are still receiving applications, and I recently talked with another new indexer who will likely apply later this year.

Since I took over in May from Linda Christian as the interim coordinator, I have to admit I feel like it takes a lot of effort just to do the bare minimum to keep things moving. That is not a reflection of the amount of work in mentorship itself, but rather of other things I am juggling alongside.

Over the last couple of months, I have worked on matching three new applicants with mentors. That has gone well and it has been good for me to get first-hand experience of how that process works. I have also followed up with a couple of mentorships either in progress or recently finished. However, I was slow to start processing the applications, and there are other matters, like updating documentation and developing mentors, which I am not getting done.

I would still like to find another coordinator or two to replace me. With Alex Peace's help, we did talk to a couple of people in the summer who had expressed interest, but those people ultimately decided not to take this on, and I haven't done any further work to find someone. My priority right now, besides matching new applicants and being a resource for and monitoring current mentorships, is to find a successor.

This is for information only. No discussion necessary.

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*Website Administration (JoAnne Burek)*

### *Bilingualism added to website*

With the new PolyLang Pro plugin that was purchased and implemented, the website supports bilingualism much better than before.

Some pages and posts will have both an English and a French version. The rest of the content (pages, posts, and events) will be called “bilingual”, i.e., have some French content, or with no French content at all. As a result, if you are in French language mode and you move to a bilingual page, you will stay in French mode. How this works is that every page, post, and event on the website now has a French equivalent, which is distinguished in the url as “indexers.ca/fr/...”.

Every page on the website has been updated to have a French equivalent if there is no actual French translation.

Going forward, all new pages, posts and events will have a French equivalent.

The power of the plugin is that you can create and sync the French equivalent in one step whenever you work on the English page/post/event.

The website user guide in Dropbox (Board/Website) has been updated to show how to do this.

### *Google Analytics*

Google Analytics is now capturing statistics on pages visited, user locations, etc.

### *Broken Links Fix*

An automated website search was done to detect broken links. Most of them have been fixed, through some internet researching.

The following resource could not be found, possibly because it no longer exists:

- Book Publishers Professional Association (was at 87 Avenue Road, Toronto)

This report is for information.



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## *Book & Periodical Council (Ronnie Seagren)*

Ronnie attended the December 14, 2020 AGM of the Book & Periodical Council.



Book and  
Periodical  
Council

### TO DISCUSS

**Gregory Younging Award:** They have not found a candidate for the undergraduate scholarship for Indigenous students of publishing at Simon Fraser University. Considering the importance of his work to those of us who heard him speak and to the daily work of many Canadian indexers, should we publicize it and how? Should we make a token contribution?

**Diversity and inclusion strategies:** Several organizations are specifically working on a variety of strategies for their Boards and membership. It looks as if we were quite early on this one. For example, the Association of Canadian Publishers is offering subsidies for publishing organizations to do anti-racism and equity training internally. The Writers Union is offering mentorship and other resources, and BookNet is broadening their approach to metadata. They've also created a database of publishing freelancers from diverse communities. We're ahead of the curve.

**Copyright of indexes:** I will have to follow that up individually with the relevant people. Who owns the copyright before an index has been paid for?

**MEMBERS' REPORTS** (asterisks indicate that detailed reports follow).

**General:** They are considering whether to include member events on the BPC website. The financial report (a review engagement rather than an audit) is now in DropBox (BPC).

**Member hub dates:** March 12, June 24, Sept 24, with an AGM on Sept 23, 2021.

- [Access Copyright](#) – Tariffs appeal to the Supreme Court is ongoing. Claire Gillis is just back from leave.
- [Alberta Magazine Publishers Association](#) – They are trying to rescind recycling fees for magazines.
- [Association of Book Publishers of British Columbia](#)

- [Association of Canadian Publishers](#) \* – They are doing advocacy on recovery for the industry (Margaret already reported on this). There are many requests for digital learning resources during the pandemic. They have been offering a Publishing 101 series of webinars with 130 registrants and the videos were being edited. Recordings of their [Publishing 101 webinars](#) will be available until March 31, 2021. And they have a new website.
- [Association of Manitoba Book Publishers](#)
- [BookNet Canada](#) – Their largest project is expanding the BiblioShare database as a service to all stakeholders. As part of their work with metadata related to books and publishing, they’ve launched a workgroup on equity in metadata, which will contribute to the Canadian author identifier. The Canadian cultural sector is behind on metadata (Department of Canadian Heritage). Their Board is in the process of equity training with Elevate Inclusion Strategies. They will do a Tech Forum in 2021 over several weeks, including a crisis management workshop.
- [Book Publishers Association of Alberta](#)
- [Canadian Authors Association](#) – 100<sup>th</sup> anniversary is next year. They’re reducing their fee to \$100/year. They’re doing a CanWrite virtual conference and new services, as well as a strategic planning exercise.
- [Canadian Children’s Book Centre](#) – Out of their strategic planning in November, they’re asking for feedback in 2021. They are launching I Read Canadian Day with a live event on February 19<sup>th</sup> on the BiblioVideo platform through many libraries.
- [Canadian Copyright Institute](#)
- [Canadian Publishers’ Council](#) – Educational resources from K-12 and secondary. They did a consultation with Heritage Canada about COVID and reform. And they’re talking with ACP about the Supreme Court copyright case.
- [CANSCAIP](#) – Their Packaging Your Imagination 2020 conference was live-streamed without a hitch. Registration was down but so were expenses, so net revenue was up. They are planning a writing for children competition in March. They are working with Muse Arts on Board diversity.
- [Canadian Urban Libraries Council](#) – They are doing advocacy with the Federal government on broadband access. They’re providing support to library directors nationally through the pandemic. Some library budgets are being cut. Libraries are exploring all kinds of new ways of doing business, with curbside pickup, virtual storytimes (over 200,000 views), etc.
- [Editors Canada](#)
- [Indexing Society of Canada](#) \*
- [League of Canadian Poets](#) \* - Their virtual tours are going well, and they’re finding their governance review is “a nightmare.” They are offering contests, chapbooks, and a \$10,000 poetry prize. They’ve added poetry to Freedom to Read week. For National Poetry Month the theme will be resilience. They’ve added resources to support BIPOC poets. And they asked if anyone had gotten a CERB loan.
- [Literary Press Group of Canada](#)

- [Ontario Library Association](#) – They’re doing a virtual superconference in February using Cadmium as a platform. They are planning 120 sessions, live chats on Zoom, 11 speakers, a virtual cocktail hour, an ebook reading challenge of *Vi* by Kim Thuy, and they’re casting people to dramatize a *Schitt’s Creek* episode.
- [Ontario Book Publishers’ Organization](#)
- Playwrights Canada Press \*
- [SaskBooks](#)
- [The Word on the Street](#)
- [The Writers’ Union of Canada](#) – CERB has been an issue for writers. They are advocating for basic income, copyright issues, saving school libraries, defamation law, taxes for authors, and research on impact. They did a series of 13 webinars for writers, and their BIPOC Writers Connect program is facilitating mentorship along with manuscript evaluations and grant writing.
- [Writer’s Trust of Canada](#)

Not many groups submitted reports, but I’ve attached the ones we got, starting with our own.

## INDEXING SOCIETY OF CANADA – Ronnie Seagren (for Margaret de Boer)

### 1. Key Projects/Initiatives/Events that your association is working on:

**Ewart-Daveluy award:** As we do every year, we’re looking for the best indexes by Canadians, and we invite nominations by publishers. Submissions need to be in, tentatively, by the end of February. Check [indexers.ca](http://indexers.ca) for the criteria and for updates.

**Diversity in Canadian Publishing Bursary Award:** We just had a great meeting with the bursary award winner and the three runners-up, networking and answering their questions about indexing. We’re sponsoring a new indexer in training and two years of membership. Three others received 6-month memberships and are exploring learning to index. If you know a person of colour who’s interested in indexing, we’ll open for applications in May.

**Online monthly chats:** We are continuing these in an effort to maintain a sense of community and support between indexers during the pandemic. We also offer monthly regional meetings.

**Conference:** We’re preparing for a three-day online conference on 27-29 May, and we’re lamenting not going to St. John’s.

ISC/SC **Upcoming events:** We’re having a workshop on indexing oral histories and we’re looking into webinars.

**Letter to publishers:** We sent a letter to 75+ publishers across Canada about what

We'd like to discuss **copyright and indexes**. Specifically, does the indexer hold the copyright to their index until they've been paid? This is true in the US, and we are wondering if it's true in Canada as well. We thought we should check the status. Does it have to be explicitly stated that a freelancer must be paid to transfer intellectual property rights? Has anyone come across these issues and what did you do?

Is it legal for a society to have a "blacklist" of clients who didn't pay for indexing services? Our clients might be publishers or individual writers. Do other organizations have boilerplate language to strongly encourage clients to pay? It's an unusual problem, but it has happened. Do other organizations have access to legal advice for our rights when indexers aren't paid?

2. Key topics/issues you would like to discuss at the meeting (optional):



## ASSOCIATION OF CANADIAN PUBLISHERS – Kate Edwards

### 1. Key Projects/Initiatives/Events that your association is working on:

- Advocacy: COVID-19 recovery, Canada Book Fund renewal, copyright.
- Research: COVID-19 impact on ACP members & affiliates, K-12 market research in light of shift to distance/hybrid learning
- Professional Development: Publishing 101 series (fall 2020 – a big success!), Mid-Winter Meeting (January 27-20, 2021, with focus on ‘surviving, thriving, and getting through COVID-19)
- Other: preparing for both a website redesign and strategic planning process in the first half of 2021

## LEAGUE OF CANADIAN POETS – Lesley Fletcher

### 1. Key Projects/Initiatives/Events that your association is working on:

- Over 300 events funded through our digital funding programs
- New internship with Humber College has just begun
- LCP Chapbook Series: The Next Generation Vol 1: Poems from Young Poets has just been published
- LCP Chapbook Series: The Time After (Atlantic Poetry) has just been published
- Organization governance review is currently taking place
- Just launched: Private Facebook Group – LCP Poetry Neighborhood – for private, informal conversation among members
- Successful Giving Tuesday Donation Campaign!
- BIPOC Writers’ Connect Event – Professional Development Days in partnership with TWUC
- Upcoming:
  - Chapbook: Voices of Quebec | Les voix du Québec
  - Very Small Verse Contest
  - Broadsheet Contest
  - Medical Arts Roundtable Series with the Canadian Association of Health Humanities and UNBC
  - 2 X \$10,000 Pavlick Poetry Prize
  - FTRW Poetry Event, February 2021
  - PK Page Mentorship Program
  - National Poetry Month Theme: Resilience

2. Key topics/issues you would like to discuss at the meeting (optional):

- Has anyone successfully taken out a CEBA loan?

**PLAYWRIGHTS CANADA PRESS** – Annie Gibson

1. Key Projects/Initiatives/Events that your association is working on:

- Book publishing! Things moved much slower than usual this year, in part because staff were stretched thin between work and home commitments.
- Digitization: we've embarked on another round of backlist digitization in response to increased requests from schools and universities for ebooks for online learning.

Diversity and Inclusion: the company has embarked on quite a few continuing learning and PD initiatives on anti-racism and managing bias, and is incorporating those lessons into nearly every aspect of our business from book selection and editorial to marketing and customer service.

2. Key topics/issues you would like to discuss at the meeting (optional):

- An update from the Playwrights Guild of Canada: executive director Robin Sokoloski left the organization in October to head up Mass Culture (massculture.ca).
- The search continues for her replacement.
- How is the theatre doing? Lots of companies are shifting their programming online (which is great if you're looking to catch shows that are being produced outside your home city) but lots of scheduled plays have also been cancelled or postponed.

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**Outreach Committee Feb 2021 (Siusan Moffat)**

**TIDE** (The Inclusion, Diversity and Equity committee) – Our bursary winner **Sandra Muchekeza** has enrolled in the Simon Fraser Indexing: An Essential Art and Science course, taught by Audrey McClellan. Trial member **Leah Horlick** has enrolled the Berkeley course and has been an enthusiastic participant in monthly online chats and JoAnne's

session on marketing. Trial member **Puneet Sekhon** has also attended some online chats and is currently taking Mary's Ryerson course. Each TIDE member has reached out to our three trial members to make sure they feel welcomed and have people to ask questions to or come to with any issues. **Allan Cho** just had a baby, so he is going to postpone the second half of his trial membership.

In December we had a great Zoom meeting with Sandra, Leah and Puneet to talk about how things are going with them and their ISC memberships and indexing in general. We will be having another Zoom meeting in February.

In February we are sending out letters for the second bursary, as decided in the budget meeting. We would like to offer any extremely qualified people besides the selected winner trial memberships, similar to what we did with the three runners-up this time. (We actually offered four, but three took us up on it, and two are training now.)

**Publishing & Technology & Skills** – Nothing new to report.

**Users and Usability** – Toronto's Word on the Street was very different because of COVID this year, but they held their first-ever virtual festival in September. Due to the organization of Ann Kennedy and Ronnie Seagren, we were able to participate with an online Digital Marketplace page about our services and a "Digital Soapbox" interview with ISC/SCI member Gillian Watts! You can see it [on Instagram](#).

Emily LeGrand is putting the finishing touches on a presentation for academic authors to introduce them to indexing skills and ISC/SCI. We have always contemplated reaching out to institutions to familiarize them with our society and proper indexing techniques. Emily's webinar will help both authors who index their own books and ISC/SCI indexers working with academic authors.

## **TO DISCUSS:**

### **Bursary dates**

- **Feb 1:** Sent out the letters to organizations (2 weeks later than last year) for posting and distribution
- **March 15:** Send out a last-minute reminder
- **April 1:** Applications due



- **May 1:** Announce recipient, with time to arrange to attend the conference
- **May 27:** Conference starts
- **Summer:** Evaluate the experience so far

### Trial memberships for runners up

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## *Communications (Judith Clark) [2 discussion items]*

### *Student letter*

- In 2020, the student letter became a student information web page. Instead of emailing a letter, on behalf of ISC, I emailed a link to the new web page and asked that the instructors distribute the link. I also mentioned that we hoped instructors could include the link in the course materials. [Tracking: <https://www.dropbox.com/s/jdnvp82rtosodac/Student%20letter%20information%20tracking.xlsx?dl=0> ]
- I asked our web administrator for statistics on web page activity. Web site traffic is one measure we will use to decide whether to provide instructors in Canadian editing programs the same link for their students.
- Tentative planning for moving forward with the new page
  - Send an annual email to verify the current instructor information and a friendly reminder about the page.

### *Word on the Street Toronto*

- Announcement posted per information from Ronnie, and social media requests for posting sent to Jess.

### *Ewart-Daveluy Award*

- At request of committee, sent out a first call for nominations to the membership. (2020)
- Sent an editors.ca contact info for the January newsletter (both French and English versions) to publicize the competition. (2020)
- (2021) Sent info to BPC contact. Sent membership a request for a second emailed call for nominations to the membership. Sent information for social media to the social media contact. Forwarded info for translations and web page postings to

appropriate ISC executive board members (and placed docs received from the committee in a folder where those who need to can access the pages). Met with Alex for additional follow-up on pages needing translation. Followed up with the award committee.

### *General communications*

- Facilitated member announcement for François about member benefits.
- Followed up with Michelle Ou at Editors Canada about adding ISC links to the Editors' Association of Canada website (reciprocal, as ISC's website lists EAC in two places). Alexandra Peace made the initial contact and introduced me to Michelle. Instead of links on a page, Michelle instead suggested the organization could add news from ISC in 2 to 3 issues per year. I updated the Communications task list to include the information from Editors Canada and also submitted a first news item for the newsletter.

### *Social Media*

- ISC social media posts are narrow in scope, generally limited to press releases and announcements that also appear on the website, The Bulletin, etc.
- Should ISC post more often? Some ideas appear in the Social Media Scratchpad doc in the Communications | Social Media folder:  
<https://www.dropbox.com/s/olvliddkny9sdbgv/Social%20Media%20Scratchpad.docx?dl=0>
- Proposed trial process: membership adds suggestions/ideas to scratchpad. Designated members select topics and write up posts (up to 2 – 3 months' worth in advance). Executive Board members can review prior to posting. Posts are sent to social media person for posting one at a time on a schedule that won't overwhelm that person or ISC's target readers on SM.
- As many members as possible should amplify new posts (retweet or share, comment, "like") to raise visibility. Perhaps an email to membership covering some of the basics could go out and also solicit suggestions / ideas at the same time.

### *Discussion items*

- The editor.ca newsletter blurbs are limited to 200 words. Newsletters in French and English go separately. Should ISC arrange to have the blurbs translated with a possible cost? (2 to 3 times a year, under 200 words)

- Raising social media profile – increasing social media presence.
- 

### *Conference (Lisa Fedorak)*

This motion and discussion occurred all via email.

Lisa Fedorak moved that the budget for Conference 2021 (Appendix A). Jason Begy seconded.

The following are comments and concerns that were discussed. Some of these comments are from executive committee members; some of these comments are Lisa's responses.

#### *Attendance*

- As we can't predict how many attendees we will have, we have conservatively increased attendance over the usual. We suspect we will have many more attendees as the cost will be manageable compared to the expense of travelling. The usual number of complimentary fees are included in the budget for transparency, but they do not affect the overall budget as there is no cost for them this year other than the coffee card.
- I have played around with the numbers and the critical point for us is less than 49 paid attendees. We start losing money at that point, so 50 and over is going to give us a profit. We had over that number for Newfoundland so I can't see how a \$60 three-day conference would bring in less attendees.

#### *Editors Canada*

- With respect to Editors Canada, we have in the past also offered them a members' rate, but I don't think it necessary this time, as the fee is so low. Thoughts on this?
- I agree that given the low cost, there is no need to extend to Editors Canada.

### *Fees*

- The registration fee is for the entire conference regardless of how many sessions one attends, that is, there is no one-, two-, or three-day fee. The Fireside Chat is an additional fee and we are charging a fee as was decided last year.
- The members pricing includes all the indexing sister societies. It is Memorial Day Weekend in the US and so we don't expect a huge number of Americans to attend.
- Our main 'problem' is going to be the surplus which I think we handle by doing something to help more people attend an in-person conference in the future.

### *Fireside Chat*

- Regarding the 'double counting' of the Fireside attendees, as there is no reason for us to cap the numbers (unless we get up to the max for our Zoom account) I am not too worried about double counting the number of registrants.
- We suspect that there will be some are Fireside only and many that will sign up for both. The charge is on top of the registration. Not confirmed with the committee yet, however I suspect the call will go out to members first with the same/similar wording as last year that there are limited seats to give them first dibs and then to all the usual places we post/advertise.

### *ICRIS Reps*

- The ICRIS comps are for reps from ICRIS. This is in the ICRIS agreement ... that each society give a discount to the ICRIS reps. We always give a full discount. François gathers the names of the reps and sends them to the conference committee. There may be more this year because it is online. Often there is only three or four.
- And, as also stated in the ICRIS agreement (none of which you would have any occasion to know), we also offer our sister societies the member rate.

- I had a feeling that there were more possible ICRIS people but I stuck to last year's figures for ICRIS and non-members because that's all we have to base it on.
- You're right that 3 ICRIS reps is probably a normal average (we had only 1 in Ottawa, but I'm sure there must have been 5-6 at some other conferences). I have the feeling more will be attending this year, although with the time differences some reps are likely to attend only a few sessions rather than all. At some point let me know if the ICRIS comps include access to recorded sessions. I usually send an invite for one rep per society when we open registration. I don't think we were given a comp for ASI's online conference last April, do it's great we continue to do this.

#### *Platform*

- We were looking at other platforms prior to deciding on Zoom. The issue is we need to pay for those platforms, which for our small event put the registration up near where the in-person fee was. The one I found was \$7,000 and that was at the lower end with a good reputation. If one has volume over 1,000 attendees, has a number of sponsors/wants to have a trade show element, or doesn't already have an online registration system it makes sense, but we are so small, don't need a trade show element and have online registration capabilities so it just didn't seem to be worth it. We are paying someone at a third of the cost of the platform to help keep it seamless. I think that the possible un-seamless transitions between sessions using Zoom is the price to pay for \$20/day as opposed to \$100/day. If it was reversed, I think people might be upset - a DIY aesthetic for \$100/day but at the price we are charging I don't think our members will be too upset.

#### *Recordings*

- The plan is that for someone who registers, they will have access to the recorded sessions for a specified time period (still to be determined).
- It's really easy for us to record the sessions. We just need to select "record". There will be a wee bit of work to compile and send out the

URLs, but not a ton (copy paste, rename title, email to group). We made sure it wasn't going to take lots of time!

- The sessions will be recorded but not for purchase for non-conference attendees. The presenters have been approached about presenting at a virtual conference, not providing a webinar. This is something that the committee discussed and coming on the heels of the executive meeting where we were talking about pricing webinars, I think it's the best move as there are so many variables and I don't know that there is a need for it to be available after the fact.

#### *Swag*

- We will also be providing individuals with a digital coffee card as their swag that will go out in a conference welcome/information email. Included in the budget are funds to mail registrants something. We don't anticipate using all those funds, but they are there as a contingency in the event we choose to mail the coffee cards or something afterwards. Additionally, there are contingency funds for A/V purchase/licensing/hosting in the event that there is unidentified cost. We don't expect to need it.

#### *Technical Director*

We are hiring someone to oversee the technical aspects of the conference behind the scenes. They will be helping with testing the day before the conference starts and be the contact person if someone is having issues (either a presenter or attendee). They will also be managing the breakout rooms for the speed networking, themed discussion rooms and other activities we have planned.

MOTION CARRIED

Appendix A

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**ISC/SCI Conference 2021 Budget (November 2020)**

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<b>Revenue</b>		fees	# of attend	
Early Bird, 3 days (mbr)	\$ 6,000	\$ 60	100	
Students, 3 days (mbr)	\$ 35	\$ 35	1	
Regular, 3 days (mbr)	\$ 150	\$ 75	2	
Non-Member	\$ 200	\$ 100	2	
Fireside Chat registration	\$ 300	\$ 10	30	cap of 15 per room
<b>Total Fees</b>	<b>\$ 6,685</b>		<b>135</b>	

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Comp tickets (Not included in revenue shown for transparency)

ICRIS Comp Registration	\$ 180	\$ 60	3	
Presenters Comp Registration	\$ 660	\$ 60	11	
Fireside Chat indexers Comp Registration	\$ 120	\$ 60	2	
President Comp Registration	\$ 60	\$ 60	1	
Conference Chair Comp Registration	\$ 60	\$ 60	1	
		total comps	18	

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**Total Attendance** **153**

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**Expenses**

Technical Director payment	\$ 1,280	four 8 hour days @\$40/hour
AV equipment rental - if needed	\$ 200	

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Thank-you cards (presenters)	\$ 25	
Speaker thank you gifts	\$ 325	
	\$ -	
Coffee Cards	\$ 1,530	\$10 cards. Email gift cards
postage - mailing to attendees if needed	\$ 268	
Postage - mailing thank yous to speakers	\$ 130	
PayPal fees	\$ 300	
Keynote speaker fee	\$ 250	
office supplies	\$ 50	
Zoom expense	\$ 70	
<b>Total Expenses</b>	<b>\$ 4,428</b>	
<b>Surplus/Deficit</b>	<b>\$ 2,257</b>	

### *Conflict of Interest Policy (JoAnne Burek)*

#### **ISC/SCI Conflict of Interest Policy (Draft)**

The Indexing Society of Canada / Société canadienne d'indexation ("Society") is an organization dedicated to the promotion of indexers and their professional development.

All committee members of the Society will strive to avoid any conflict of interest between the interests of the Society on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of its volunteers.

The most common types of conflict include

- financial interest, directly or indirectly (e.g., through close relatives)
- non-tangible benefits, for example, contracts awarded to friends



- conflict of loyalties between the Society and a competing organization that the member belongs to

Some examples of conflicts of interest are

1. A committee member who has financial interest in a business that may be awarded a contract to do work or provide services for the Society
2. A committee member who is also a user of the Society's services in a decision on whether fees for services should be increased
3. A committee member whose close relative is eligible for a grant or a bursary

The conflict of interest guidelines should not preclude the Society from recognizing particular expertise from its members and discourage members from bidding for remunerated work where they have a recognized expertise in a field.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Society's best interests and the committee members' best interests or a conflict between the best interests of two organizations that the committee member is involved with.

After disclosure, the committee member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment and management committee members should respect its spirit as well as its wording.

Date Adopted: \_\_\_\_\_

**Motion: To adopt the ISC/SCI Conflict of Interest Policy**

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*President's Report, February 6, 2021*

I am so very pleased to report that progress has been made on the position descriptions and the executive committee binder. I have tried to make the formatting consistent across all of them and have worked with individual executive committee members to update the content. **Everyone should**

**have a look at the following position descriptions and make any necessary comments: president/vice president, regional representatives, website administrator, international liaison.** Each of these positions also has a procedures document, but these don't need to be looked at by the executive committee.

**Please also read and make comments on the executive committee binder.** Vicki and I worked on this. I hope to be able to give this to the new executive committee members arriving at the AGM!

François and I worked on gathering ICRIS folks for an informal Zoom meeting. We are meeting on April 7, 2021. We have heard from most of the other organizations, but will send out a reminder next week and hope to hear from the rest.

I had meetings with most of the executive committee to talk about various tasks and the position descriptions. I met with the reps to talk about the monthly video chats versus the regional meetings; I met with Judith to chat about the Ewart-Daveluy Award procedures; I met with JoAnne to chat about various admin tasks; I met with Vicki to work on the executive committee binder; I also met with Julia and Ronnie.

I composed the Zoom meeting report, below.

In the process of dealing with a number of translations and also in discussions with the translation committee, there seems to be a need for a better procedure for translations. **We were wondering whether the translation coordinator could have access to the translation folder?**

When the *Indexer* changed over from SI to Liverpool University Press, they changed the number of reports requested to once a month, plus an extra before mailing. In discussion with Julia, we decided that though LUP had requested this, there was no need on our part to comply. I wrote a letter to Paul at SI saying that Julia would only send the list four times a year, just before the mailing. Paul replied that he was in complete accord with this as it had been extra work for him as well.

Wendy Savage and I have been working on the webinar policy and procedure. We are still working on the procedures, but need some input on the policy. **Could you please read and comment on the Webinar Policy?**

I mailed out the *Bulletin*.

I finalized the design of the emeritus certificate and badge with David Edelstein. **What is the next step for presentation of the emeritus certificate and badge? Who decides who is going to get them? Who will take the lead on gathering info on the person and making the presentation?**

I asked JoAnne to place only the sample *Bulletins* on website as per our policy.

I discovered a blip in the mentorship procedures ... A non-member had signed up to be mentored. Stephen will add a simple *check whether person is a member* to the procedures.

I asked Mary Newberry to write up the procedure for obtaining the Tamarack and will add this to the president's procedures document.

I formatted the emeritus policy and added it to the folder.

I communicated with the executive committee and the long-time members about the illness and death of Gale Rhoades and I wrote up an announcement to go out to the members and on the website. I asked Heather Ebbs to write something up for the *Bulletin*.

The conference committee has asked that we not have the AGM at Conference 2021 online. **Therefore, we need to find a date for the AGM.**

#### *Items to Discuss*

6. Everyone should have a look at the following position descriptions and make any necessary comments: president/vice president, regional representatives, website administrator, international liaison.
7. Please also read and make comments on the executive committee binder.
8. We were wondering whether the translation coordinator could have access to the translation folder?
9. Could you please read and comment on the Webinar Policy?

10. What is the next step for presentation of the emeritus certificate and badge? Who decides who is going to get them? Who will take the lead on gathering info on the person and making the presentation?
11. When should we schedule the AGM for ... before or after the conference?

*Zoom Meetings*

<b>Month/Year</b>	<b>Purpose</b>	<b>Number</b>	<b>Total/Month</b>
November 2020	software study group	2	3
	monthly video chat	1	
December 2020	regional meetings	1	6
	software study group	3	
	president	1	
	monthly video chat	1	
January 2021	regional meetings	3	16
	software study group	3	
	president	6	
	monthly video chat	1	
	committees	3	

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*Rates Survey Report (Lisa Fedorak)*

The Rates Survey Group has developed a draft of the survey for review by the Executive. The survey began with the 2008 ISC/SCI survey. Some questions related to areas and materials indexed were removed from the survey as they were a duplication of the members survey that was recently completed and to make room for more questions related to rates. As the ubiquitous indexers response "it depends" seems to get in the way of some questions regarding rates, the committee thought it would give people a sample text to quote on. This removes questions and we can see the range of rates for a text. Three public domain documents were found: one is a

biography, one a textbook and the other a scholarly work. We may need to provide smaller sections of the text, but for discussion purposes at the Executive meeting, the full text has been provided. These texts would be sent along with the survey to members.

Provided is the survey, the texts and a timeline of the survey, that would have the survey results ready for presentation at the AGM.

Motion: to approve the survey to go out to the membership.

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### *Thanks Awards (Alex Peace)*

#### *Background*

A member suggested that the Tamarack Award for Volunteer of the Year and the president's Certificates of Recognition are well and good but don't provide an opportunity for the membership to have a say in thanking people.

#### *Purpose*

The purpose of this award is to give the members an opportunity to thank those people who have made a difference to them.

#### *How to Submit*

Any member can submit the name of the person who they wish to thank, with the reason—very specific, two or three sentences—to the [bulletin\\_editor@indexers.ca](mailto:bulletin_editor@indexers.ca) for inclusion in the next issue.

This is for discussion:

Is this enough? Does it need a fancier name? Should there be any physical reward ... a magpie pin? Or a gift certificate?

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### *Buy American Policy (Ronnie Seagren)*

## ISSUES FOR THE EXECUTIVE MEETING

### **BUY AMERICAN POLICY IMPACT?**

Sergey is concerned about President Biden's "Buy American" policy. It's ostensibly for government contracts and infrastructure spending, and he told our Prime Minister that it doesn't apply to Canada anyway. But whether scholars or even publishers will know that isn't clear.

The policy is driven by domestic politics. And it isn't exactly to the spirit of NAFTA. Canadian companies are specifically exempt from many existing "Buy American" procurement rules under trade agreements. But Chrystia Freeland said, "On these measures, the devil is very often in the details" (Jan 25).

And the next day: "Asked whether he would seek exemptions to the 'Buy American' program when it is unveiled, Trudeau told reporters: 'We will continue to be effective in advocating for Canada's interests with this new administration.' Canadian officials are already engaging U.S. counterparts, a government source said, to 'discuss the importance of two-way trade to both the U.S. and Canada, and the nature of our shared supply chains.'"

This [Financial Post article](#) from Jan 27 that's not too worried. Here's Sergey's email:

I am writing to you as my regional representative concerning current developments south of the border.

I was listening Biden's "Buy American" pitch, and I was not happy about it. Our auto sector is probably very nervous already. I am not sure this trend will affect us immediately, but it seems this issue is not going to disappear regardless who is in the White House.

**The question is: do we need to address this issue? I suggest we do.**

I can say that roughly 2/3 of my revenue come from the US. If we imagine for a minute that US-Canada tax treaty is revised, and we no longer profit from zero tax provision (I believe Spanish contractors pay 15% tax on any work commissioned by US companies), or if American publishers are encouraged to hire first and foremost American indexers, we may find ourselves in a serious trouble.

My first suggestion is to distribute a survey to determine the percentage of revenue indexers receive from outside of Canada, and particularly from the US.

If the results of the survey show that for the most indexers the main source of revenue comes from American publishers, then should we probably start a campaign advocating Canadian editors hiring mostly Canadian contactors.

I don't know if this issue resonates to most of Canadian indexers, but it definitely bothers me.

Please, bring this to the next meeting, and let me know what a response is.

## **PROTECTION & BENEFITS FOR OUR MEMBERS**

Also from Sergey and posted in November:

In light of the fact that 3 of 20 people who were at the November chat 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.

In 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. The Writers Union of Canada also has a similar letter.

## POST OFFICE SLOWDOWN IN US

From Judi:

Judi Gibbs also says that the US Postal Service has slowed to a crawl. She said it can take days or even weeks for mail to travel even a few miles. She mentions that it might take a while for cheques to arrive even when the client mails the cheque promptly. As well:

Yes, there's the problem [of all the sorting machines that were put in dumpsters].

But the postal clerk told me today the current issue is short staffing. The postal service has been advertising for staff, but the jobs don't pay a lot, and they are people-facing jobs, which are higher risk.

With one out of every 12 ½ US residents contracting COVID and one out of every 755 residents dying from it—and that's the average--I'm guessing most people don't want the jobs that come with even higher risk than that. Even with the extremely high rate of unemployment, I'm guessing those jobs are going begging and will continue to until the virus is under control. Getting people vaccinated will be a start, but Trump didn't order nearly enough vaccine. Biden has ordered it, but it can't be manufactured overnight. [Incidentally, she got her statistics by taking figures from [cdc.gov](https://www.cdc.gov) and assuming a population of 331,000,000.]

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*Canadian Freelance Union (Ronnie Seagren)*

## *PROTECTION & BENEFITS FOR OUR MEMBERS*

Sergey Lobachev has brought this issue to Ronnie Seagren as his regional representative.



In light of the fact that 3 of 20 people who were at the November chat 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.

In light of the discussion concerning Susan Grant'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. The Writers Union of Canada also has a similar letter.