

ISC/SCI Executive Meeting Minutes

April 23, 2022, 1 p.m. EDT

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1. Welcome (Alexandra Peace and Tere Mullin) and Roll Call (recording secretary Carlisle Froese)

Present: Patti Phillips (guest), Ronnie Seagren, Tere Mullin, Matthew MacLellan, Christine Dudgeon, Jolanta Komornicka, Judith Clark, Julia White, Alex Peace, Margaret de Boer, Vicki Gregory, Liese Achtzehner, JoAnne Burek, Carlisle Froese [joined 1:17pm]

Meeting was called to order at 1:09pm. Alex welcomed everyone and introduced Patti Phillips, who will be taking over from Carlisle as recording secretary for the ISC/SCI executive committee meetings.

2. Approval of Agenda

Motion to approve the agenda as amended presented by Jolanta. Seconded by Tere. Carried.

3. Approval of Minutes: January 15, 2022 and March 12, 2022 Executive Meeting minutes

Motion to approve the minutes of the January 15, 2022, ISC/SCI executive committee meeting from Ronnie. Seconded by Liese. Carried.

Motion to approve the minutes of the March 12, 2022, ISC/SCI executive committee meeting from Tere. Seconded by Vicki. Carried.

4. Consent Agenda

Alex commented that membership is up. Members are joining at the same rate, but fewer members are leaving.

Regional Updates:

- a) Central Canada | Centre du Canada (Ronnie Seagren and Jolanta Komornicka)
- b) Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner, no report)
- c) British Columbia | Colombie-Britannique (Matthew MacLellan/Lisa Fedorak)
- d) Eastern Canada | Est du Canada (Tere Mullin)

Committee Reports:

- a) Archives (Alexandra Peace for Christine Jacobs)
- b) Awards (Judy Dunlop)
- c) Book and Periodical Council (Ronnie Seagren)
- d) Bulletin (Vicki Gregory) (no report)

- e) Conference 2022 (Lisa Fedorak)
- f) Outreach (Ronnie Seagren for Siusan Moffat)

Impromptu discussion: Has TIDE talked about indigenous resources for website?

- These have been collected. Could these be posted to the website as we have found these, this list will be ongoing?
- Volunteers needed to work on the outreach part of outreach. Word on the Street, etc. Regional reps to ask at meetings.

- g) Publishers Letter (Judith Clark)
- h) Membership (Julia White)
- i) Mentorship (Tere Mullin)
- j) New Indexer Resources Committee (JoAnne Burek, no report)
- k) Webinars (Matthew MacLellan)

5. Items for Discussion

- a) Conference 2023 (Alexandra Peace)

Alex proposed that the ISC/SCI hold the 2023 conference in St. John's, Newfoundland, in the second weekend of June, taking into consideration the climate of the area. Alex will check with Editors Canada to see if there is a potential conflict.

Discussion of the 2023 conference followed as such:

- Will the 2023 conference be held in person and digitally? This had been discussed with people in variety of situations but it would not work.
- No one wants to chair the conference committee, even remotely. Right now, the ISC/SCI is looking for chair. The hard work for this conference has been done (venue is set up etc.). Everyone will just need to be called to cement dates and contracts signed.
- It was proposed that it should not be someone new to head the committee. It was suggested that Alex could chair, as the work had been started. On the other hand, concern was expressed for her work life balance. To remedy this, it was suggested that there was time taken in the beginning of the committee to look at everything that will need to be done and ensure that there will be a good spread of responsibilities. Alex agreed that this would be a good approach. She added that Tere would be able to step up and take care of presidential things while she takes care of the conference chair position.

Discussion moved to ISC/SCI annual conference hosting patterns:

- Current structure is west-central-east-central and back and forth. Virtual conferences offer greater access for everyone and are a good buffer for the cost of the coastal conferences.

Alex proposed that there be a rotation through virtual instead of the conventional pattern. She made the following motion.

Motion: The ISC/SCI hold virtual conferences every other year alternating with the current pattern, with 2023 east, 2024 virtual, 2025 central 2026 virtual etc. Joanne seconded

Discussion:

- Attendance for west/east conferences. Most at Ottawa a few years ago. Varies with location of conference.
- Concern was that the most members are in central. The coastal ones are more airfare for all of those members. It is harder to get to the coastal ones and there are fewer people out there.
- Does having the conference in a central location make it easier to find presenters? This has not been an issue as presenters want to go to interesting places. International presenters like to go to different parts of Canada.
- Institutional members and partners, how much do they attend? Does this shift with coastal vs. central? Hansard (main institutional members) willing to do presentations every other year. This is less to do with geography, more to do with when members are in session.
- Prairie members have been very excited to go to Newfoundland. Alex had a lot of interest at a conference that she attended in London as well. People are very excited for the 2023 ISC/SCI annual conference because it is in Newfoundland. ISC/SCI is known for going to interesting places and choosing interesting hotels so that people can actually experience where they are.

Motion passed.

b) Finances (JoAnne Burek)

i. Financial Statements

Alex opened discussion with a thanks to JoAnne for her efforts. She then asked if, before the motion was presented, if there were any questions about budget or financial statement? There were none.

Motion: JoAnne moved that the financial statements and budgets are put together, accepted as is and presented to the AGM. Alex seconded.

Added to clarify: The budget will be presented to members at the AGM but they will not be asked to approve it. The financial statements will also be presented to members and these will be voted on for approval.

Motion passed.

ii. Financial Literacy of the Executive Committee

This led to a discussion about financial understanding. Some people have said “Don’t ask me about numbers, my eyes glaze over.” However, board members should be more engaged with numbers and finances.

Question: Is there a way to work to educate exec board members about different aspects of the financial discussion as part of board meetings? Questions could be submitted and then discussed.

Discussion:

- Positive response. This is commonly done in board meetings for non-profits.
- Should this be done as a whole during the executive committee meetings? Or at the end of the meeting, off minutes? It was decided that the end of the meeting would be preferable. Members of the executive committee will stay on to take some time to educate themselves, one new financial word a meeting.
- If a member wants to discuss something in particular, they can submit their questions to Tere.

c) President’s Report (Alexandra Peace and Tere Mullin)

i. Eastern Rep Position

The eastern rep position still empty. For the moment, Alex and Tere are covering this position. There were 12–15 eastern members in attendance at the last meeting. The presidents will continue to look for eastern rep. Alex asked Vicki, who answered that she will discuss it with Tere and revisit the possibility.

ii. Incorporation for the ISC/SCI

When Jason was looking into usability studies, he had asked someone about some funding. They asked if ISC/SCI was incorporated or had non profit status. Alex had continued to think of this and emailed older members to ask if there was a particular reason that this had been done. There wasn’t, mostly just the cost in time, work and money. Alex would like the OK for she and Tere to look into this, when there is time.

- What province this would be done in? The thought had been federally. Is this possible? A cost breakdown has been found during research that implies that it is. The ISC/SCI address is in Ontario.
- There should be a report before this is approved because it is not something that people might not know very much about. Clarification: presidents just looking for approval to look into it to even have the information to make a report.
- Is it certain that there is no way to get funding without this status? Is there anything else that this status is needed for? As far as can be seen, no.
- Cost/benefit analysis? Could the ISC/SCI self fund studies instead of applying for grants. Grants are you put up 50%, they put up 50%. Jason felt that it would be most effective to have some matched funding as there was not quite enough money to fund a study yet.
- No clear research questions yet. Jason had been doing a literature review. Indexes and ebooks could be a good area for research.

ISC/SCI will not worry so much about incorporation and instead there will be a focus on usability study. Suggestion that if this is a long process, it might be worth getting it in motion so that it is ready when the usability study is organized. Consensus was that the process does not seem to take very long. **It would be worth finding out how long it takes to incorporate and how long it takes.**

iii. Usability studies

- To what end is the ISC/SCI doing these usability studies? There is a desire to help people to understand what indexers do.
- How will the ISC/SCI present this study in anyway beyond satisfying our own curiosity?
- Is something like this part of the mandate of the society? What is the benefit to the ISC/SCI or to members to do something like this?
- Purpose of this study could be to show how people actually use indexes. This is not something that is known (1956 last study). Right now, indexing is done under assumptions, without real knowledge of whether it is being done in a way that the user will actually use it.
- Cost/benefit is a good question.
- Thought was that the ISC/SCI has the money, so why not? There is no study that tells the industry that putting an embedded index in your ebook and having the index that is in your hardcopy made usable in ebook is useful. Standards have not been adopted across the board because of this.

- Electronic side of indexing worth exploring and understanding.
- Studies that can be pointed to allow indexers to sell the idea of indexes to publishers.
- A study would contribute to the professional body of knowledge about indexing. It would be advancing knowledge and therefore beneficial.
- The ISC/SCI needs to be very careful to define the audience of the research (Indexers? Connections in academia? Publishers? Clients?)
- Is this a one off? Or a program of research? Framework to evaluate proposals and make decisions about allocating our resources to different research projects? Regularly like the survey? This will probably be a huge thing so not a regular occurrence. It needs to be clear why this is being done. It needs to be clear as to how this is communicated outside of the society. The ISC/SCI needs to be very clear as to how it will tie in to what indexers do and what indexers will be doing.
- Concerns: If the ISC/SCI incorporates as a non profit, it will be subject to income tax returns forever. This research project would have to be a one off, because there is not enough money for it. The only reason that the budget has a surplus is because there is no executive travel right now. A bigger priority in the ISC/SCI mandate is communication and the indexer client relationship. Those are the directions that money should be spent rather than funding usability studies.
- From chat: Research would help market our services and affect our indexing practice, especially for embedded indexing.

Discussion ended here as a lot had been presented. Questions going forward for the next discussion on this topic: Is it in the ISC/SCI mandate? Will it benefit the ISC/SCI members? Does the ISC/SCI have the funds? The ISC/SCI knows that it wants to spend energy/money on communication/educating general public/authors/publishers on indexes. Discuss again as possible.

iv. Language change and up to date language

Editors very focused on up to date language. Indexers don't seem to have those discussions. Is the most up to date language being used? Alex and Matthew had been discussing an article about a year ago. Jolanta had been talking about wanting to coordinate an article for *The Bulletin* or a regular column discussing up to date language. Alex thought that it would be good to start with an article to say this is the issue then start from there with the column.

- The issue is not correcting the author, it is about gathering terms. Best practices need to be reflected. Article is informational, not dictatorial. This

would offer information to people that they may not have access to and reflect that words are changing.

- Suggested that this be drawn in on the website as a resource for the members so that they don't have to go searching. Articles could be members only but the non-members portion of the website could indicate that this discussion is happening. "We have a continuing conversation about this..."
- Could become part of how indexers and the ISC/SCI pitch themselves. Could help attract members as well.
- Communications in road. "Look, we are applying this..." Opens a conversation with members of the publishing industry.

Action: Alex write this article, then Jolanta would coordinate a regular column on the topic of up to date language for *The Bulletin*. Positive response.

Executive members reminded to comment that they have read something if they have no comments.

d) Email guidelines and FAQs (Alexandra Peace)

i. FAQs

Everyone had read the FAQs. Email programs may not allow for this to happen easily. It does say ideally, so this is addressed.

Action: FAQs accepted

ii. Generic responses

These have been set up so that anyone on the executive committee can send it out as there is no list moderator. This could be sent if a member thinks that someone has gone against the guidelines.

Is this a strict, cut it down immediately expectation, or something to apply as needed? Low likelihood that it will have to be sent out, but now there is something that can be done right away. Positive response to having these.

Action: These will be put on the ISC/SCI website, and will be sent out to new members and to members once a month.

Action: Executive will address what to do if someone doesn't respect the generic response.

e) Web Administration (Christine Dudgeon)

In response to a phishing attack, it was proposed that the list of exec gets removed from public pages. Christine has done this already but wants to make sure that there is a way that people can contact who they need to contact.

Should regional reps be included on public access? Should anything that is listed publicly need to be taken down?

- Regional reps do not need to be up there as the public does not need to contact them directly
- *The Bulletin* could be taken down as that is for members as well. If they need to get in contact with the *Bulletin*, they can do info@ or find the email in the *Bulletin* that is currently available.
- Is there any reason that web admin should be there? This is standard practice.
- Communications need to be up there? Probably not needed. People seem to write info@ for everything. Info@ does not have a record, does not appear in volunteer job description. This should change. Very important questions coming in.

Action: Make sure that answering the emails that come into info@ are written up in the position descriptions. (Alex/Judith)

f) Rates Survey (Lisa Fedorak)

Formal thank you to Lisa for all of her work on this. Wendy Savage to take over. Alex and Lisa working on how tos. Executive committee needs a liaison for the survey committee. Julia said that she will take this on.

The last report from Lisa suggested making the public portion of the rates survey more apparent to help educate clients as to what the costs of indexing should be. Should this happen? Should the website have a listed average rate for indexing?

- The ISC/SCI cannot make any recommendations. Anything like this should be more this is what we have found.
- This could help establish a ballast for people when they are discussing their rates. It would be important to be careful with the wording.
- Indexers will also talk about this stuff on their website.
- EFA does this. ASI may publicly share range. Informational.
- Whatever the ISC/SCI puts up, if it comes directly from the survey this is not a good idea. Reasonable ranges are a better idea and they need to be compared to industry. Could be something to the vein of “in a recent survey,

this was the average rate...” Context needs to be presented any time there is a rate given.

- The concern is frightening away someone with a more simple project or different style that may not be very high. Pricing is a subjective thing, and complex.
- Wording of something like this concerning for a few members of the executive committee. It could also cause an issue for projects in which someone needs to charge more.

Action: Look into other industry partners to see if they have something like this? What does it look like? Margaret could ask her contacts as well to see if this is done ICRIS somewhere else. (Alex/Margaret/Wendy)

[break at 2:35pm] [returned at 249]

6. Action Items

7. New Business

a) International Liaison (Margaret de Boer)

i. ICRIS Agreement

The last meeting was held on April 6, 2022.

The ICRIS agreement will be discussed the Berlin conference. They want ISC/SCI input by the end of the summer. Executive committee members should contribute input by the end of June. What was sent out includes schedules, *The Indexer*, reciprocal agreements over newsletters, process for triannual meetings, and may include online meetings.

- Could this be done through comments on the document or does it need discussion? Discussion could happen before or after AGM. Suggestion for 15 min before AGM. Positive response.
- Will 15 min be enough? Suggested that time limit would be a good idea. There could be time left at the end if needed. No sense that there is anything controversial.
- Document will be sent around in the next two weeks for people to comment on. This will be the starting point for discussion.
- Meeting set for 30 minutes before AGM.

Action: Margaret to take notes from next executive committee (brief, before the AGM) to ICRIS re the agreement.

ii. Hosting of next Triannual Meeting

Does the ISC/SCI want to host the next ICRIS meeting in 2025?

- The American society was keen to host next.
- ICRIS has been to Toronto before. It was added that it won't necessarily be the same people in attendance in 2025.
- Should the ISC/SCI extend an invitation? ICRIS will decide but Margaret wanted to know if this was something that the society wanted to do.
- Discussion established that the ISC/SCI is fine to host if no one else wants to. Margaret was invited to judge the tone of the room.
- Not a lot of extra work to host. It is one meeting to organize.
- ICRIS members can come to the conference for free.
- Who will coordinate? It will probably be the international liaison person at that time, which means that it will be someone new.
- If the ISC/SCI doesn't host this ICRIS triannual meeting, it will not be able to happen again until six years from now.

Action: Margaret to possibly offer to host the next Triennial, if no one else wants to.

iii. ANZSI and Conference Recordings

ANZI is interested in obtaining some of the recordings from the ISC/SCI conference for a one time event. Does exec approve or disapprove?

- If they're paying for it, do presenters get paid? Suggested that this should go straight to conference members.

[Julia left at 3:04pm]

- Do presenters know what others will see video? How do they feel about this? Presenters know that sessions are recorded and will be hosted for a year. They do not get paid for these. It is also more promotion for them.

iv. ANZI Book Lending Service

They thought that it was very successful. Interest has been piqued. Is this something that ISC/SCI might want to do?

- Postage is paid both ways by the society. This could be a very good idea but it does take admin, cost of collection of books, postage etc. Many issues to be looked at before the ISC/SCI commits to this.

- Should the executive committee get some information and put together a proposal? A budget would need to be planed.
- Questions for ANZI – what are top favourite books?
- Members probably have books to donate. Maybe people would want to donate as they retire?
- Positive response as this project clearly fulfils the mandate of the ISC/SCI.

Action????

v. *The Indexer*

[Liese left 310.]

Do we want to link to back issues from our website?

- It might be nice to have links for international members, from the perspective of the findability of things and ease of reference.
- Has this been tried? Linking takes you back to the general page for *The Indexer*; this may not work.
- The ISC/SCI already gets *The Indexer* for members. It could be another access point, but it may clutter up the site. On the site now, there is a link to *The Indexer* site under resources. It may work better for societies that do not send out the issues to the members. ISC and SI only ones.

vi. Future ICRIS Meetings

ICRIS will be having two zoom meetings a year going forward.

[Jolanta lost sound 3:14pm.]

[Liese back 3:13pm.]

b) Hard drive (Tere Mullin)

JoAnne takes care of backing up the website and DropBox in theory backs up everything as well. Jason and Alex were taking turns backing up exec folders to a hard drive every two weeks just to be cautious. [Jolanta back 3:16pm]. Tere does not have a hard drive. Would the ISC/SCI consider paying for one so that Tere can do this as well?

Motion: Alex moved that the ISC/SCI approves to pay for an external hard drive up to 150 dollars for the president to back up folders. Jolanta seconded.

Motion carried.

c) Community Engaged Research (Tere Mullin)

ISC/SCI has been invited to participate in a community engaged King's University in Alberta. A group of students will conduct research for the society on a topic of its choosing. Alex and Tere met with coordinator as an initial discussion. Does the society want to participate? If so, what should the focus be?

- There is a lot of opportunity here.
- Could this be used for the above mentioned/discussed usability study?
- Did they give any concrete examples of what this could look like? It is pretty broad and there are different formats of research.
- If the society does decide to proceed, presidents would meet with coordinator and tell her what questions that the ISC/SCI would want answered then she would say what was possible. It seems wide open, but it is by undergrads in one school term. Those are the limitations, which could mean that usability is not possible. What they can do it quite small.
- Possibilities:
 - Ideas on publicising the society on national indexing day?
 - Communications ideas?
 - Ideas about publications?
 - Educational promotional plan? How could the ISC/SCI educate authors? How could the ISC/SCI educate publishers? How could the ISC/SCI educate the general public?
 - These seem like business problems, not research. What is out there that indexers don't know about?
 - How do publishers and author think of indexing? How do they fit indexes into their budget?
 - Are there trends that indexers or the ISC/SCI are not aware of? Are they trending towards having authors pay for indexes instead of in house?
- The goal should be getting information from publishers that can be used somehow.
- Would it be possible to do something that helps address the reason that publishers are publishing books without indexes so often now? How can indexers respond to this and begin to change it? This could be a survey of publishers
- What are publishers' reasons for putting an index? What is the motivation?
- Which department or discipline is this project a part of? The coordinator is in the area of psychology. They may be arts students as opposed to hard science. Knowing the discipline may help to decide on a question

- King's University is a Christian college but the ISC/SCI has been assured that religion would not play a part in this.
- What are the students trying to achieve? What are their skills? They are learning how to be a researcher.
- This does not hurt the society or cost anything. It could be good thing to do.

Action: Tere set to explore further.

d) Communications (Judith Clark)

Alex took the time to thank Judith for her work and observed that communications is running so smoothly now!

Social media campaign possibility on joining the ISC/SCI. Judith shared a spreadsheet for notes from executive members as they are reviewing.

- Inspiration from a poster as to why to become a member. This could be used by the ISC/SCI.
- Ideas could be gathered, occasionally posted on social media. Possibly gathered and published after?
- There is a sense of “back to school” about this, so ideas could be gathered before August, start campaign after that using Twitter, LinkedIn and Facebook.
- Membership should be asked to promote as well.
- This could promote the visibility of the ISC/SCI.
- ASI is more active on social media and the society in England is really good at making themselves visible. Trying to be more active could be beneficial for ISC/SCI members.
- Brainstorm of Ideas to Promote the Society:
 - Discounts (multiple)
 - Every idea would want to have a hashtag for it
 - Collegiality (national video chats)
 - Access to *The Indexer*
 - Conference
 - Pithy phrasing?
 - Support? Help? Troubleshooting? You don't have to suffer alone
 - Non-competitive or collaborative
 - Study groups
 - Promoting indexing? Read a ton of books on a ton of things

- “So that you can...”
- Logo for website
- Recognition
- Find an Indexer
- Help your prospective clients find you
- ICRIS/access to information from eight other indexing societies, discounts to their conferences, books and webinars
- Webinar series
- Shared expertise
- Mentorship
- Figure out how many years of experience there is from long term members?
- Established 1977
- Volunteer based society, volunteer opportunities
- TIDE, actively supporting diversity and equity in publishing
- Welcoming and genuine, doing the work
- Including Instagram? ASI has a great Instagram. No institutional account but there is a pinterest.
- We need a social media coordinator
- TikTok?

Executive members to contact Judith with any other ideas.

Motion: Judith moved that the ISC/SCI allows for the creation of an Instagram account if there is a desire to start one. Jolanta seconded.

Motion carried.

Account name and password should be given to Christine. She holds all of the passwords.

NEW: Question out of agenda: Do we have an allocated budget number for outreach/advertising/promotions? Potential proposal for promotion.

- Yes, we have a budget for extraordinary projects.

8. Next Meeting

September 17, 2022, at 1pm EST

9. Adjournment

Motion to adjourn by Tere at 4:02pm. Christine seconded. Carried. Adjourned.

Reports

ISC/SCI — Central (Ontario) Region Report, April 23, 2022 (Jolanta N. Komornicka)

Since our last (non-budget) meeting, five new members have joined the Central (Ontario) Region: Mamta Jha (Noida, Uttar Pradesh, India; I believe she's joining the BC meetings), Gillian Akenson (Queen's U), Susannah Buehler (Toronto), Teri Morrison (Tiny, ON), and Christina Stansbury (Burlington).

In addition, Jolanta Komornicka joined Ronnie Seagren as co-representative for the region.

We held Central (Ontario) region chats on January 29th, February 26th, and March 26th. In the last two meetings, we used the NISO standards as our jumping-off point for some great discussions. Our next regional chat is scheduled for May 28th on Zoom. Ronnie and Jolanta have discussed the possibility of alternating in-person and Zoom meetings going forward, pending COVID-19 concerns and the weather's cooperation.

I do not have anything to bring to the executive committee for discussion.

ISC/SCI Prairie Region Report (Liese Achtzehner)

I held a prairie chat on February 24th in the afternoon. We had a nice turnout and a new member participated, so that was nice. I also hosted the March national chat, with the help of Alex and Tere.

We have a new member for the prairie region, Linda Presto, from Wisconsin.

I do not have anything for discussion.

BC Regional Report (Matthew MacLellan, Lisa Fedorak)

April 15, 2022

New Members

Since I took over the position we have one new member: Denise Rechlo Larsen.

Meetings

For the February meeting, there were about 5 attendees including a bursary shortlist candidate. There was no topic and we had a good discussion about indexing that lasted just over 90 minutes.

For the April meeting, there were three of us total and we had a varied discussion about subject interests for indexing, formatting indexes for the publishers we're working for, and other various topics.

This report is presented for information only.

ISC – Eastern Region Report, April 23, 2022

Since our last Executive meeting, four new members have joined our region: Mercedes Brian from NS, Greg Fisher who is in Montreal, Caitlin Christie in Fredericton, NB, and Gavin Goodwin, in Sackville, NB. We have lost one Eastern member, Kevin Keyes, who has decided not to pursue indexing.

We held our Eastern region chat February 16th, where we hosted guest speaker, Do Mi Stauber.

Our next regional chat is scheduled for April 20th. I have moved on from my role as Eastern region representative. Jessica MacLeod initially took on the role of Eastern region representative, but has since decided she does not have time in her schedule to take on this responsibility. Alex and I will be hosting the regional meeting this month.

I do not have anything to bring to the executive committee for discussion.

Submitted by Tere Mullin

ISC/SCI – Archives Report, April 23, 2022

Completed

We had hoped to have an intern for a full 105 hours, but because of the pandemic, their availability was for 35 hours stretched over 7 weeks and their work was virtual. However, despite limited time, Jacinta Welch did accomplish several tasks that have moved the project forward. She researched legal requirements and created documents that will help with the next steps:

Draft retention schedule based on legal requirements

A PowerPoint explaining the definitions for vital, administrative and financial records and relating these to the retention schedule

An inventory form that can be used to survey record holders.

Next Steps

1. Consultation among Committee members as to how best to use these tools

Surveying of record holders

Decision made in conjunction with the Board about file storage options.

Setting up of additional file structures if/as necessary

Commence gathering files that fall under the retention schedule

Archives Committee

Christine Jacobs (Chair)

Carlisle Froese

Siusan Moffat

Gillian Watts

Intern: Jacinta Welch

For information only.

Submitted by Tere Mullin on behalf of Christine Jacobs

Ewart-Daveluy Indexing Award Committee (Judy Dunlop)

April 15, 2022

Submissions

Deadline for submissions was March 15, 2022. We are pleased with the number of submissions we received. The runners-up will be notified in early May and the winner will be announced at our conference.

Eligibility criteria change

As unanimously recommended by the committee and approved by the board in the fall, we have new eligibility criteria. If the indexer is a Canadian citizen or a Canadian resident, the indexer is eligible. If the indexer is not a Canadian citizen or resident, the indexer is eligible if the indexer is an ISC/SCI member at the time of writing the index.

Because of this change, our Call for Submissions now includes additional communications with ASI.

We are pleased to tell you we received submissions from indexers eligible under this new policy.

Changes to submission procedures

Because of technical problems over the last few years, we changed our process so that documents are now sent directly to the chair instead being uploaded through the website.

This year we had no technical problems with submissions. In addition there was an increase in the questions from members sent directly to the chair.

Judy Dunlop, Chair, 2021–2022

Audrey McClellan, François Trahan, Stephen Ullstrom

2022 04 23 Report for Conference 2022 (Lisa Fedorak)

Registration as of April 13th is approximately 60, which is comparable with last year's registration numbers at the same time. Numbers for the Fireside Chat are down substantially however given that last year the majority of the registrations were ISC/SCI members who had been indexing for 0–2 years, this is not surprising. Vendor sessions have been added to the Thursday day of programming. See attached schedule, all times in Pacific.

Thursday May 12

10–11:30 Fireside chats (90 minutes)
12–12:30 Informal chatting
10:30–3:00 Software sessions. 10:30–11:00 Macrex, Do Mi Stauber; 11:00–11:30 Index Manager, Katharina Munk; 11:30–12:00 Cindex, Frances Lennie

Friday May 13

7–7:15 Welcome (AP<LF)
7:15–7:30 Meet Your Colleagues (Speed Networking)
7:30–8:50 Dennis Duncan
9–9:50 Parliamentary indexing
10–11:00 Themed discussion
12:00–1 Lunch break
12–1:20 From Data to Done
1:30–1:45 Speed Networking
2–2:50 Financial Literacy
2:50 End of day comments – LF
3:00 After party

Saturday May 14

7–7:15 Welcome, AP (New indexer resources), LF, ICRIS
7:15–7:30 Meet your Colleagues – speed networking

7:30–8:20	Bryson Payne
8:30–9:20	Valerie Nessel
9:30–10:00	Speed networking (2 x 15 min)
10–11	Quiz
11–12	Lunch
12–12:50	Devon Thomas
1–1:50	Themed Discussion
2–2:30	ED Award/Thanks
2:30	Next conference dates announcement, Goodbye
2:30	After party

Outreach Committee May 2022 (Siusan Moffat)

TIDE (The Inclusion, Diversity and Equity committee) – Our first bursary winner Sandra Mucchekeza finished her indexing course February 2021, and has done 6 indexes to date, as well as work at her full time job. Our second bursary winner Nicole Riguidel finished her Simon Fraser course and is now also going through the rigorous Berkeley course, while working a full time job.

Our third and most recent winner datejje cheko is also in the middle of the Berkeley course, fitting her busy life around it.

Trial member Leah Horlick took some time for a full time job, and is back in indexing action – finishing 4 indexes as of this spring. Trial member Matthew MacLellan, who is also a TIDE member, has finished 16 indexes as of the middle of March.

TIDE had a Zoom meeting with datejje to introduce ourselves and get acquainted, and we have also had a Zoom with datejje and all the current 6 month trial winners. In March Leah hosted a Zoom for all current and previous winners (and trial winners who've continued their membership).

TIDE continues to keep in touch with all winners and we will soon be preparing for another Bursary round. We also want to host another webinar (if you have any topics you'd like to see, please get in touch! siusanmoffat@gmail.com)

Thank you for being such a warm and welcoming society! Many winners have commented on this!

Current 6-month trial winner Fenrir said, "Meeting people and hearing them talk the ins and outs has been great! I hope I can truly, actually dive into indexing sooner than later as everything I hear and learn fits with how I process and consider information, so it really sounds like an ideal profession to me. I've been plucking away at Sylvia Coates' free intro to indexing course and have had my eye on the mentorship program."

Publishing – Nothing new to report.

Users and Usability – Now that things are opening up across the country, having some volunteers to research possible tabling events (like [Word on the Street](#), which is presented in various cities across Canada) would be really helpful. If you can give some time, please get in touch! siusanmoffat@gmail.com). [Word on the Street in Toronto](#) is June 11-12, with applications due April 25. Other events are being held in Halifax on September 14, Saskatoon on June 5, and Lethbridge on September 18.

Technology and Skills – Nothing new to report.

Publishers' Letter Report (Judith Clark)

The 2022 PL was sent March 30, 2022.

2022 and beyond

- Before next year, all publishers need to be verified (addresses, editors if possible). Is there a comprehensive list of all Canadian publishers? I have done some looking but am not sure I've hit a 100% comprehensive database yet. If I do, I expect it will cost to view it. (I hope I'm wrong.)
 - We must find some means of evaluating the effectiveness of this program.
-

April 2022 Membership Report (Julia White)

Activities Completed

- Ongoing updates of membership renewals, activations and lapses
- Sent out mass emails to membership
- Along with Lisa Fedorak and Matthew MacLellan, presented the Rates Survey results to members in a webinar
- Collaborated with the Website Administrator to improve the layout of the membership purchase page: the goal is to reduce the number of people who accidentally select the wrong membership type
- With President (Alex Peace) and Communications (Judith Clark), finalized ISC-I listserv documentation to be posted on indexers.ca members'-only area:
 - User guidelines
 - FAQ document explaining basic procedures such as how to subscribe, how to unsubscribe, etc.

Total membership numbers

As of April 16, 2022, we have 136 active members.

On a year-over-year basis, overall membership numbers have increased 11.5%. Canadian memberships have risen by nine and international memberships have gone up by five.

Since the last full report in January 2022, the total number of members has increased by eight. The number of Individual Basic memberships has increased by seven and the number of Individual Listed memberships has increased by three. Small declines were seen in Student and Institutional memberships. The other membership categories were stable.

Paid memberships: Excluding honorary memberships, paid membership numbers are up 7.8% since May 2021. Since the last report in January 2022, paid memberships have increased by eight.

Comparative	April 2022	Jan 2022	May 2021
Total	136	128	122
Canada	112	105	103
International	24	23	19
Individual Basic	38	31	31
Individual Listed	75	72	70
Individual Listed (bursary)	3	3	2
Student	2	3	3
Emeritus	4	4	3
Institutional	9	10	11
Basic Trial	5	5	2
Paid Memberships	124	116	115
Honorary Memberships	12	12	7

Residency of memberships							
Canada	Total	Basic	Listed	Student	Emeritus	Institution	Basic Trial
BC	20	4	13	-	-	1	2
AB	12	2	8	-	1	1	-
SK	5	-	2	-	-	1	2
MB	-	-	-	-	-	-	-
ON	53	11	33	1	3	4	1
QC	12	4	7	1	-	-	-
NB	4	4	-	-	-	-	-
NS	5	2	3	-	-	-	-
PEI	1	1	-	-	-	-	-
NL	-	-	-	-	-	-	-
Total Canada	112	28	66	2	4	7	5

International	Total	Basic	Listed	Student	Emeritus	Institution	Basic Trial
USA	21	8	11	-	-	2	-
Other	3	2	1	-	-	-	-
Total international	24	10	12	-	-	2	-

New members

The following members have joined (or rejoined) since the last full report in January 2022:

Gillian Akenson, Kingston, ON; Individual Listed
 Mercedes Brian, Wolfville, NS; Individual Basic
 Susannah Buehler, Toronto, ON; Individual Listed
 Moira Calder, Edmonton, AB; Individual Basic
 Caitlin Christie, Fredericton, NB; Individual Basic
 Greg Fisher, Montreal, QC; Individual Listed
 Gavin Goodwin, Sackville, NB; Individual Basic
 Teri Morrison, Tiny, ON; Individual Basic
 Linda Presto, Shorewood, WI, USA; Individual Basic
 Denise Rechlo Larsen, Victoria, BC; Individual Listed
 Christina Stansbury, Burlington, ON; Individual Basic

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

Mary Newberry Mentorship Program (Tere Mullin)

Since our last meeting, I've received one application. I am in the process of completing paperwork for a match at the moment.

I will be leaving my position of mentorship coordinator, and Carlisle Froese will be taking over. I will continue to act as coordinator as I complete the administrative paperwork for this new match, and introduce Carlisle to this mentee and mentor so that they are aware that she'll be taking over.

I do not have anything to bring to the executive committee for discussion.

Submitted by Tere Mullin

Webinar Committee (Matthew MacLellan)

April 15, 2022

No progress has been made since the last update to the Executive Committee.

This report is provided for information only.

Matthew MacLellan

2022 04 23 Report for Conference 2023 (Alexandra Peace)

I contacted Murray Premises and attached a copy of the contract from when we were organizing the conference to be there in 2020. They agreed to honour that contract and said we could have everything the same.

I suggest that we hold the conference the second weekend in June, days to be determined depending on the responses in the evaluations of Conference 2022. The committee will be asking attendees whether they prefer to have part of the conference on the weekend, or all of it during the week.

I propose to chair Conference 2023. Nobody on the current committee wants to chair; I don't think someone should come in to chair having never been on the committee before. Because this conference had already planned (for 2020), and I was chair at that time, most of the work with the venue has already been done.

I've checked in with all the current folk on the committee and here's what it looks like: Lisa: programming; Maura: documentation; JoAnne: website coordination. Nancy and Moira have suggested that they are ready to move on. Maggie said she would do something if needed, but not programming. I suggest that I try to find two more people,

including someone who I think could take over as chair the following year, which will be a virtual conference again.

Following on the consultation with the membership after the 2021 conference regarding in-person versus virtual conferences, we will be alternating virtual and in-person conferences. Previously, we had agreed to alternate coast conferences with central conferences because central conferences bring in more money and allow for access to greater numbers of attendees. That is, our previous schedule went something like east coast, central, west coast, central, east coast. However, because the virtual conferences make profits and give greater access, the central location has less importance now.

Questions for Discussion

1. Dates okay with everyone?
2. Thoughts on me chairing the committee?

Motion: that the Society hold virtual conferences every other year, alternating with the usual movement of in-person conferences as follows:

2023, east coast (St John's Newfoundland)

2024, virtual

2025, central (Toronto in 2025, but generally rotating through Toronto, Montréal, and Ottawa)

2026, virtual

2027, west coast; 2028, virtual; 2029, east coast

Treasurer's Report (JoAnne Burek)

Our financials remain healthy. Since the beginning of the fiscal year, we have had a net increase of \$7,053.89.

	31-Mar-21	Change	31-Mar-22
Cash Account	\$ 31,655.39	\$ 6,283.21	\$ 37,938.60
GICs	\$ 13,703.33	\$ 97.64	\$13,800.97
Stripe	\$ -	\$ 673.04	673.04
Total	\$ 45,358.72	\$ 7,053.89	\$ 52,412.61

Since the last report of December 31, income was \$10,723 and expenses were \$5053.

Income & Expense	Fiscal Year 2021 - 2022					March 31, 2022	
	2021 Apr-Jun	2021 Jul-Oct	2021 Nov-Dec	2022 Jan-Mar	Fiscal YTD	Budget	Var
INCOME							
Membership	\$ 4,373.56	\$ 3,976.88	\$ 2,123.96	\$ 7,035.42	\$ 17,509.82	\$ 16,465	106%
Other Income	\$ (30.00)	\$ 200.00	\$ 160.00	\$ 68.00	\$ 398.00	\$ 550	72%
TOTAL INCOME	\$ 4,343.56	\$ 4,176.88	\$ 2,283.96	\$ 7,103.42	\$ 17,907.82	\$ 17,015	105%
EXPENSES							
Awards	\$ -	\$ 73.77	\$ -	\$ 37.95	\$ 111.72	\$ 400	28%
Bulletin	\$ 46.32	\$ 323.49	\$ 120.95	\$ 499.33	\$ 990.09	\$ 900	110%
Executive Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	0%
Membership expenses	\$ 2,228.75	\$ 2,210.22	\$ 2,046.53	\$ 2,284.29	\$ 8,769.79	\$ 8,846	99%
Membership Survey	\$49.00	\$ -			\$ 49.00	\$ 100	49%
Mentorship Honoraria		\$270.00			\$ 270.00	\$ 360	75%
Miscellaneous expenses				\$18.98	\$ 18.98	\$ 150	13%
Operating Expenses	\$12.00	\$108.27	\$7.50	\$ 21.00	\$148.77	\$ 41	363%
Promotion	\$ 159.92	\$ 452.03	\$ -	\$ 168.00	\$ 779.95	\$ 840	93%
Software < \$500	\$ 45.20	\$ 308.35	\$ 180.46	\$ -	\$ 534.01	\$ 226	236%
Volunteer Appreciation	\$50.20				\$ 50.20	\$ 100	50%
Website and Listservs	\$ -	\$ 794.78	\$ 98.78	\$ 178.07	\$ 1,071.63	\$ 1,097	98%
TOTAL OPERATING EXPENSES	\$ 2,591.39	\$ 4,540.91	\$ 2,454.22	\$ 3,207.62	\$ 12,794.14	\$ 13,260	96%
NET OPERATING PROFIT/LOSS	\$ 1,752.17	\$ (364.03)	\$ (170.26)	\$ 3,895.80	\$ 5,113.68	\$ 3,755	136%
Extraordinary Expenses	\$ 525.00	\$ -	\$ -	\$ 1,750.87	\$ 2,275.87	\$ 6,950	33%
NET BEFORE CONFERENCE	\$ 1,227.17	\$ (364.03)	\$ (170.26)	\$ 2,144.93	\$ 2,837.81	\$ (3,095)	-92%
Net Conference	\$3,941.61	-\$3,443.59	\$0.00	\$3,510.42	\$4,008.44		
Revenue	\$4,084.85			\$3,620.00	\$7,704.85		
Expenses	\$143.24	\$3,443.59		\$109.58	\$ 3,696.41		
Accrued Interest	\$2.24	\$93.16	\$110.00	\$2.24	\$207.64	\$ 100	208%
NET PROFIT/LOSS	\$ 5,171.02	\$ (3,714.46)	\$ (60.26)	\$ 5,657.59	\$ 7,053.89		

[Profit and Loss/Balance Sheet details](#)

This report is presented for information.

ISC/SCI Budget 2022-2023

Excludes conference revenue and expenses

Actual

2021-2022

Budget

2022-2023

INCOME

Membership \$ 13,597 \$ 13,300

Find an Indexer \$ 4,023 \$ 4,235

Other Fees and Sales \$ 398 \$ 550

Interest Income \$ 98 \$ 100

TOTAL INCOME \$ 18,115 \$ 18,185

EXPENSES

Awards

Ewart-Daveluy \$ 74 \$ 120

Tamarack \$ 68 \$ 80

Bulletin \$ 990 \$ 770
 Executive Expenses
 International liaison travel \$ - \$ 1,250
 Executive Travel \$ - \$ -
 Regional meetings \$ - \$ 200
 Executive Meetings \$ - \$ 2,000
 Membership Expenses
 Memb Stripe/Bank Fees \$ 549 \$ 526
 The Indexer \$ 8,221 \$ 8,282
 Membership Survey \$ 49 \$ 49
 Mentorship Honoraria \$ 270 \$ 360
 Miscellaneous Expenses \$ 19 \$ 150
 Office Expenses and Supplies \$ 118 \$ 120
 Promotion
 Book and Periodical Council \$ 452 \$ 450
 Word on the Street - Toronto \$ 170
 Printing, mailing, supplies \$ 328 \$ 160
 Software Services \$ 534 \$ 390
 Volunteer Appreciation \$ 50 \$ 100
 Website and Listservs \$ 1,072 \$ 1,214
 TOTAL EXPENSES \$ 12,794 \$ 16,391
 NET OPERATING PROFIT/LOSS \$ 5,321 \$ 1,794
 Extraordinary and Special Project expenses
 Ads (e.g. Congress of Humanities) \$ 723 \$ 850
 Translation - letter to publishers \$ 50
 Website translations \$ 1,000
 Archives \$ 250
 TIDE Bursary #2 \$ 525 \$ 800
 TIDE Bursary #3 \$ 1,028 \$ 300
 TIDE Bursary #4 (award in fall of 2022) \$ 1,300
 TIDE webinar \$ 200
 New projects \$ 2,000
 Total Extraordinary \$ 2,276 \$ 6,750

 NET PROFIT/LOSS \$ 3,045 \$ (4,956)

Indexing Society of Canada / Société canadienne d'indexation

Balance Sheet For the Year Ending March 2022

Cash Assets

Investments

ASSETS

Bank Account Balance	37,939	Stripe Account
Balance	673	
	38,612	
GICs	13,801	
Total Assets	52,413	

LIABILITIES & EQUITY

		Liabilities
		-
Total Liabilities		-
Equity		
	Opening Balance Equity	45,359
	Profit for the Year	7,054
Total Liabilities and Equity		52,413

Indexing Society of Canada / Société canadienne d'indexation

Profit and Loss

April 2021 - March 2022

	CURRENT YEAR Apr 2021-Mar 2022	PREVIOUS YEAR Apr 2020-Mar 2021
INCOME		
Conference	7,705	1,843
Membership	13,597	12,113
<i>Find an Indexer</i>	4,023	3,733
Other Fees and Sales	398	420
interest Income	98	139
TOTAL INCOME	25,820	18,248
EXPENSES		
Awards	142	430
Bulletin	990	758
Conference	3,696	157

Executive Expenses		
International liaison travel	-	-
Meeting costs	-	-
Regional meetings	-	-
Total Executive Expenses	<u>-</u>	<u>-</u>
Membership Expenses	8,770	8,115
Membership Survey	49	49
Mentorship Honorarium	270	270
Miscellaneous expenses	19	113
Operating Expenses	118	41
Promotion	780	622
Software Services	534	554
Volunteer Appreciation	50	-
Website and Listservs	1,072	935
TOTAL EXPENSES	16,491	12,043
PROFIT (LOSS)	<u>9,330</u>	<u>6,204</u>
OTHER EXPENSES		
Ads (e.g. Congress of Humanities)	723	1,100
TIDE projects	1,553	525
NET PROFIT (LOSS)	<u>7,054</u>	<u>4,579</u>

Indexing Society of Canada / Société canadienne d'indexation

Statement of Investments

For the Year Ending March 2022

Security	Held at Year Start	Add, Buy, or Reinvest	Remove, Sell, or Redeem	Held at Year End	Income (Interest Received)
8057748-06	5541.44	0.00	0.00	5630.10	88.66
8057748-09	8161.89	0.00	0.00	8170.87	8.98
CASH	0.00	0.00	0.00	0.00	0.00
Totals:	13,703.33	0.00	0.00	13,800.97	97.64

Income & Expense	Fiscal Year 2021 - 2022					March 31, 2022	
	2021	2021	2021	2022	Fiscal		
	Apr-Jun	Jul-Oct	Nov-Dec	Jan-Mar	YTD	Budget	Var
INCOME							
Membership	\$ 4,373.56	\$ 3,976.88	\$ 2,123.96	\$ 7,035.42	\$ 17,509.82	\$ 16,465	106%
Individual	\$2,919.03	\$3,031.88	\$1,438.96	\$4,661.76	\$ 12,051.63	\$ 11,020	109%
Institutional	\$410.48		\$125.00	\$770.00	\$ 1,305.48	\$ 1,020	128%
Student		\$65.00	\$65.00		\$ 130.00	\$ 260	50%
Emeritus					\$ -	\$ 150	0%
Find an Indexer	\$1,044.05	\$880.00	\$495.00	\$1,603.66	\$ 4,022.71	\$ 4,015	100%
Other Income	\$ (30.00)	\$ 200.00	\$ 160.00	\$ 68.00	\$ 398.00	\$ 550	72%
Advertising - Bulletin					\$ -		
Award E-D entrance	-\$30.00		\$60.00	\$60.00	\$ 90.00	\$ 150	60%
Magpie pins				\$8.00	\$ 8.00		
Mentorship program		\$200.00	\$100.00		\$ 300.00	\$ 400	75%
TOTAL INCOME	\$ 4,343.56	\$ 4,176.88	\$ 2,283.96	\$ 7,103.42	\$ 17,907.82	\$ 17,015	105%
EXPENSES							
Awards	\$ -	\$ 73.77	\$ -	\$ 37.95	\$ 111.72	\$ 400	28%
Banquet tickets (E-D award winner)					\$ -		
Frames, certificates, mailing				\$37.95	\$ 37.95	\$ 150	25%
Translation		\$73.77			\$ 73.77	\$ 120	61%
Emeritus						\$ 50	
Tamarack						\$ 80	
Bulletin	\$ 46.32	\$ 323.49	\$ 120.95	\$ 499.33	\$ 990.09	\$ 900	110%
InDesign	\$46.32	\$46.32		\$46.32	\$ 138.96	\$ 150	93%
Postage				\$39.71	\$ 39.71	\$ 90	44%
Printing				\$327.06	\$ 327.06	\$ 240	136%

Translation		\$277.17	\$120.95	\$86.24	\$ 484.36	\$ 420	115%
Executive Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	0%
International liaison travel					\$ -		
Executive Travel							
Executive Meetings					\$ -		
Regional meetings						\$ 200	0%
Membership expenses	\$ 2,228.75	\$ 2,210.22	\$ 2,046.53	\$ 2,284.29	\$ 8,769.79	\$ 8,846	99%
Memb Stripe/Bank Fees	\$143.20	\$130.40	\$51.39	\$224.15	\$ 549.14	\$ 494	111%
The Indexer	\$2,085.55	\$2,079.82	\$1,995.14	\$2,060.14	\$ 8,220.65	\$ 8,352	98%
Membership Survey	\$49.00	\$ -			\$ 49.00	\$ 100	
		49%					
Mentorship Honoraria		\$270.00			\$ 270.00	\$ 360	75%
Miscellaneous expenses				\$18.98	\$ 18.98	\$ 150	13%
Operating Expenses	\$12.00	\$108.27	\$7.50	\$ 21.00	\$148.77	\$ 41	363%
Bank Fees	\$12.00	\$29.00	\$7.50	\$21.00	\$69.50		
Postage		\$79.27			\$ 79.27		
Promotion	\$ 159.92	\$ 452.03	\$ -	\$ 168.00	\$ 779.95	\$ 840	93%
Association memberships, etc.		\$452.03			\$ 452.03	\$ 450	100%
Printing, mailing, supplies	\$159.92			\$168.00	\$ 327.92	\$ 220	149%
Word on the Street Toronto					\$ -	\$ 170	0%
Software < \$500	\$ 45.20	\$ 308.35	\$ 180.46	\$ -	\$ 534.01	\$ 226	236%
QuickBooks Online	\$45.20				\$ 45.20	\$ -	
Dropbox		\$82.35	\$180.46		\$ 262.81	\$ -	

Income & Expense
March 31, 2022

Fiscal Year 2021 - 2022

	2021 Apr-Jun	2021 Jul-Oct	2021 Nov-Dec	2022 Jan-Mar	Fiscal 1 YTD	Budget
Zoom		\$226.00			\$ 226.00	\$ 226
Volunteer Appreciation	\$50.20				\$ 50.20	\$ 100
Website and Listservs	\$ -	\$ 794.78	\$ 98.78	\$ 178.07	\$ 1,071.63	\$ 1,097
Hosting		\$289.67	\$33.60		\$ 323.27	\$ 325
Maintenance (including plugins)		\$335.11	\$65.18	\$178.07	\$ 578.36	\$ 402
Web Networks		\$170.00			\$ 170.00	\$ 170
Translations					\$ -	\$ 200
TOTAL OPERATING EXPENSES	\$ 2,591.39	\$ 4,540.91	\$ 2,454.22	\$ 3,207.62	\$ 12,794.14	\$ 13,260
NET OPERATING PROFIT/LOSS	\$ 1,752.17	\$ (364.03)	\$ (170.26)	\$ 3,895.80	\$ 5,113.68	\$ 3,755
Extraordinary Expenses	\$ 525.00	\$ -	\$ -	\$ 1,750.87	\$ 2,275.87	\$ 6,950
TIDE Bursary #1					\$ -	
TIDE Bursary #2	\$525.00				\$ 525.00	\$ 1,300
TIDE Bursary #3				\$1,028.37	\$ 1,028.37	\$ 1,300
TIDE webinar					\$ -	\$ 200
Translation of letter to Publisher					\$ -	\$ 50
Congress or other ad				\$722.50	\$ 722.50	\$ 1,100
Website translations					\$ -	\$ 1,000
Other new projects					\$ -	\$ 2,000
NET BEFORE CONFERENCE	\$ 1,227.17	\$ (364.03)	\$ (170.26)	\$ 2,144.93	\$ 2,837.81	\$ (3,095)
Net Conference	\$3,941.61	-\$3,443.59	\$0.00	\$3,510.42	\$4,008.44	
Revenue	\$4,084.85			\$3,620.00	\$7,704.85	
Expenses	\$143.24	\$3,443.59		\$109.58	\$ 3,696.41	
Accrued Interest	\$2.24	\$93.16	\$110.00	\$2.24	\$207.64	\$ 100
NET PROFIT/LOSS	\$ 5,171.02	\$ (3,714.46)	\$ (60.26)	\$ 5,657.59	\$ 7,053.89	

Accounting is on a cash basis

Statement of Changes in Financial Position

	31-Mar-21	Change	31-Mar-22
Cash Account	\$ 31,655.39	\$ 6,283.21	\$ 37,938.60
GICs	\$ 13,703.33	\$ 97.64	\$13,800.97
Stripe	\$ -	\$ 673.04	673.04
Total	\$ 45,358.72	\$ 7,053.89	\$ 52,412.61

Balance Sheet

31/03/2022

Assets	Liabilities & Equity
Cash	Liabilities
\$ 37,939	\$ -

GICs	\$	13,801		
Stripe	\$	673	Equity	\$ 52,413
Total Assets	\$	52,413	Total liabilities and equity	\$ 52,413

2022 14 23 Presidents' Report

Alexandra Peace

I've been more able to work on ISC/SCI duties than the period before the last meeting. I'm starting to feel like my to-do list is getting manageable.

The biggest item has been all the new people on the executive committee! Meetings, checking in, going over procedures, and so forth. I'm so grateful that Christine, Matthew, Jolanta have joined us, and we just need to find someone for the Eastern region.

As usual, Vicki has to ask me for a gazillion things for the *Bulletin*: meeting summaries, presidents' remarks, list of volunteers needed, and often random other items.

In a PDF mark-up course that I took, I was pleased to learn about a new technique for the *Bulletin* proofreaders that may save Sergey some time.

I met with various people including Judith, JoAnne, Lisa, Sergey, Margaret, and Ronnie: checking up on things to be done, adding to list of things to do!

I have also been working on Conference 2023. I'll write up something separate about that.

I worked with Carlisle Froese on procedures for the minutes, but Carlisle has two little ones now, and is finding the minutes are taking more time than she has. Tere and I will be working on finding someone to do the job (Carlisle is irreplaceable!), but if you have any ideas, we would be grateful.

I chaired an ICRIS task force on an international website. There were some very lively discussions. The members agreed in principle to an external website that each society can point to with a list of all the indexer locator pages, some info on ICRIS and *The Indexer*.

Several of us are interested in gathering resources and holding discussions on the changing nature of language and how indexers can learn about it. I've written a draft of something that we may send to the membership (email, *Bulletin*, website post). After this, Jolanta Komornicka is interested in coordinating a regular column for the *Bulletin*. This article is in the For Review/In progress section. Please feel free to chip in.

I realize that quite a few people have their minds go blank when we starting talking about numbers. I think we should talk a little bit about them at every meeting so they are not so scary at the end of the fiscal year. For example, what is a fiscal year?

When Jason was looking into funding to initiate a usability study, he discovered that we would be eligible for more funding if we were incorporated. I asked a few of our long-time members, and there doesn't seem to be any particular reason that we haven't done it so far. I suggest that as we have time, Tere and I continue to look into it to see what is involved.

Tere and I have been meeting regularly ... far more than usual as we have had a few urgent items to deal with. I expect that things will slow down after this, and we can start to only meet every couple of weeks! I am so pleased to be working with Tere.

Tere Mullin

The last month seems to have flown by, as I acclimatize to my new role as co-president. Thankfully, Alex has been very patient and willing to answer all of my questions. Apart from familiarizing myself with what my responsibilities will be throughout the year, I've been working on the following items.

I have sent out a congratulatory letter to this year's Diversity in Canadian Publishing Bursary winner, datejie cheko green.

I am in charge of the Tamarack award tasks, and have compiled the necessary documents and am ordering the bird.

Elim Ng has invited us to participate in a community research initiative with King's University in Edmonton, and I am overseeing that as we investigate whether or not to become involved. Please see the report Community Engaged Research for details about our meeting with Elim and about the program.

Carlisle Froese will be taking over for me as coordinator of the Mary Newberry Mentorship Program, and we've been communicating to get her settled into the role.

Alex and I are working on putting together committee summaries, so that we can see at a glance, who is on which committee, and what the committee is about.

As Alex says, our executive committee has been in a state of flux, which has kept us busy. We realize we have a few volunteer positions to fill, and two positions on the executive to fill; we are confident that we'll find the right people, however, and we're looking forward to welcoming new people to our team.

Discussion

Ideas for recording secretary and Eastern rep?

Okay to look into incorporation?

Any thoughts or additions on article on language change?

Okay to talk about finances each meeting for less than five minutes?

2022 04 23 Report on Email List FAQs

The following documents were prepared by Judith Clark, Julia White, and Alexandra Peace: Email List Guidelines, FAQs, Generic Responses.

The guidelines were approved for posting in the January 15, 2022, meeting. They have been included here for background.

In addition, the Email List FAQs and generic responses have been created and need approving by the executive committee.

At the January meeting, we made the following recommendations:

- that the guidelines and FAQs be published in the members-only section of the website
- that Julia as membership secretary post the guidelines to the list once a month to the isc-I email list
- that the FAQs be sent to members when they first become a member

The recommendations were accepted and the guidelines were approved for posting.

Since then, we have worked on the FAQs and generic responses to be sent to anyone contravening the guidelines.

We recommend the following:

- the FAQs get posted in the members-only section of the website
- the guidelines and FAQs be sent to members after approval, with the information that they have been newly created and will be emailed to members once a month after this
- the guidelines and FAQs be sent to members when they first become a member and once a month after that
- the generic responses get placed in the admin section of the Dropbox/Board/Administration folder for use by any member of the executive committee

Any member of the executive committee should feel free to use the first warning on the email list.

Discussion

Do you accept the FAQs and the generic responses? Do you all feel comfortable using the first generic response?

Any thoughts on how to proceed with the second specific response ... How should it be decided that the second response should go out?

How should it be decided that the person is removed from the list?

ISC/SCI ISC-I Email List

Overview

Welcome to the Indexing Society of Canada / Société canadienne d'indexation (ISC/SCI) guidelines for the ISC-I email list.

Part of the ISC/SCI's mandate is to provide a means of communication among individual indexers across Canada. The ISC-I, the Society's email list, supports this Society function. Read the ISC/SCI mission statement [here](#).

This list is for the benefit of ISC/SCI members. We are a considerate, respectful, cooperative, and friendly group of people. The list provides a space where members can learn about various approaches to indexing and indexing business practices. Indexers can ask questions and solicit advice. Opportunities for learning – and having a laugh once in a while! – abound.

The list administrator sends guidelines to ISC-I members monthly; the guidelines are also posted on the dashboard (the members-only portion of the website).

Guidelines

ISC-I is for respectful sharing of information. Be polite and tactful when commenting or replying on the forum. Disagree respectfully. Choose your words carefully and be aware of how your message will read to someone who does not know you or to someone who doesn't have the context of facial expression and body language.

- Stay on topic: write about everything related to indexing as a practice and indexing as a business and indexers as a community. You can also share resources on topics that might be related to indexing, such as business practices or conscious language.
- Indexing-related job offers or mentions of indexer availability are welcome.
- Discussion on how individuals might establish their fee structure or set their own rates is allowed; however, ISC/SCI does not establish rates. Information about the survey that ISC/SCI has done can be found on the [website](#) on the Dashboard (the members' area) under society administration.
- Avoid controversial topics like politics and religion (except, of course, in the context of indexing!).
- Take care when discussing publishers and authors, especially if you have had a negative experience. No naming names. If another member wants specifics, take your conversation off-list. We don't want legal trouble!

- Be patient if a topic garners lots of posts/emails that you have no interest in. You can always delete.
- Refrain from “chiming in” and “me too” posts. Group your replies when possible. For example, send thanks to all in a single email rather than lots of individual emails, or email individuals off-list. (Also, for public thanks, don’t forget the [Magpie Kudos!](#))
- Use snippets in your reply. Include enough of the original post to indicate what you're talking about.

Give people the benefit of the doubt. Assume others are doing their best. If a member’s repeated behavior suggests this isn’t the case, contact the membership secretary or the presidents at the emails below.

Having Difficulty?

If you have a problem related to ISC-I list management or content, please contact the membership secretary (membership@indexers.ca) or the presidents (presidents@indexers.ca) rather than posting to the list.

The executive committee of ISC/SCI reserves the right to ban abusive participants from the ISC-I email list.

Email List Frequently Asked Questions (FAQs)

What is the ISC-L email list?

ISC-L is our members' listserv and is an opt-in resource for our members to ask questions of other indexers, see responses to those questions, and share other indexing-related information about jobs and scholarships. It's a great way to get to connect with some colleagues in the society.

Who can join the list?

Any current member of ISC/SCI can join the list.

How do I subscribe to the list?

You join by sending an email message to ISC-L-join@list.web.net. Leave the subject line and message areas **blank**. You will promptly receive a message with further instructions.

How do I unsubscribe from the list?

You unsubscribe by sending an email to ISC-L-leave@list.web.net.

Note, you can leave at anytime.

How do I post a message to the list?

To post a message to all the list members, send an email to isc-l@list.web.net.

Can I send attachments to the list?

Attachments are allowed, but the message with the attachment does go for moderation first.

Why did my message to the list bounce?

This may not be the answer in each instance, but sometimes it is because there are size restrictions.

I have a new email address. How do I update my subscription?

Please unsubscribe with the old email address and subscribe with the new one!

I want to change to digest option. How do I do that?

Please email the [membership secretary](#) to change your subscription from digest to individual emails or vice versa.

What are the list guidelines?

Please view the list guidelines here ([link](#)). The list administrator mails out a reminder about the guidelines monthly. Everyone is expected to read, understand, and follow the guidelines.

Is the list moderated?

Members' posts are not screened. ISC/SCI members are overwhelmingly decent people who follow the guidelines.

How do I report inappropriate content or behaviour on the list?

If you have a problem related to ISC-I email list management or content, please contact membership@indexers.ca or presidents@indexers.ca rather than posting to the list.

The executive committee of ISC/SCI reserves the right to ban abusive participants from the ISC-I email list.

2022 04 23 Generic Responses for Issues on the Email List

First Warning: To the List (by any member of the executive committee)

Subject Heading of the Email: Friendly Reminder of Email List Etiquette

Dear Folk,

Please remember our guidelines ([link](#)), available in the Dashboard (members-only area of the website).

Thanks,

Your Executive Committee!

Second Warning: To the Individual (by the co-presidents)

Subject Heading of the Email: Reminder of Email List Etiquette

Dear **NAME**:

Please be more conscious of what you are saying on the email list. For your information, our guidelines ([link](#)) are available on the Dashboard (members-only area of the website).

Thanks,

Your Executive Committee

2022 04 23 Website Administration Report (Christine Dudgeon)

Since taking over the website administration at the beginning of February I have been learning and doing various tasks. Some changes that have been made are:

- For membership purchase, changed the order of membership types to a more logical order due to confusion for new members, resulting in them purchasing the wrong type of membership.
- The annual conferences now have their own website. Last year's information and recordings were transferred there, and this year's conference will be based in this area. Accounts were created for attendees and emailed to them.
- Backup Buddy installed to backup our website data to Dropbox instead of the Webnames.ca site. Still in trial stage.

- Removed the Executive List from public view. This is after hearing about the potential of elaborate phishing schemes using the names and email addresses, as well as concern of privacy of Executive information.

For Discussion

Now that the Executive contact information has been removed from the public view, the “Contact Us” page has the following contact information as well as a form to submit:

General Inquiries: info@indexers.ca
Communications: communications@indexers.ca
Bulletin Editor: bulletin@indexers.ca
Membership: membership@indexers.ca
Web administrator: administrator@indexers.ca

Is this sufficient? Should any email addresses be added or subtracted?

Rates Survey Public Presentation Report (Lisa Fedorak)

On April 2, 2022 we presented the Summary of Useful Findings to the membership and had an hour long discussion afterwards. We had about 23 people in attendance.

There was a lot of appreciation for the survey and the anticipated regularity of the survey that also included suggestions for the next time the survey happens.

Key takeaways from discussion that are recommended to be considered in the next survey:

- part-time vs full-time. There were questions about part-time work and were indexers part-time voluntarily or involuntarily, meaning they need to have a second income, even if that income is editing. This would be an additional question to the F/T or P/T question.
- add \$/word as an option for a rate
- add embedded indexing as a service and delineate between InDesign and Word
- ask about rates for embedding indexing (InDesign and Word)
- include a brief description of a packager in the text for those who don't know what it is
- don't use add up to 100% as an option for questions as the results are too difficult to assess
- ensure the texts that were quoted on are made available on the website for members to assess themselves
- **make the public portion on the website more visible to help educate potential clients as to what the cost of indexing could be**

Lisa Fedorak

International Liaison (Margaret de Boer)

Note: This report requires discussion. These items are listed at the end of this report.

The latest ICRIS meeting was held on April 6.

Societies in attendance presented their reports.

Most societies either reported on membership numbers stagnation or some membership loss. We could report that our membership is up by 9%.

ANZSI reported they have success with a book exchange with all postage paid for by ANZSI.

National Indexing Day - March 31: Thirty people were online from SI, including some from outside the indexing community. They thought it was effective and they were glad they did it. They even had a bit of media coverage. ANZSI also held an event covering all time zones with 18 members. They were very pleased and had some new indexers present. It was an energizing event for members.

It was noted that the day need not be celebrated exactly on March 31. ISC/SCI could celebrate it during a national chat in March.

The Indexer report:

Back issues are available on the Liverpool Press website with open access.

Would it be helpful to put links to some back issues of *The Indexer* onto the member side of our website?

Long-time member Maureen McGlashan attended her final ICRIS meeting. There were fond farewells and thanks to her for her knowledgeable and important contributions over many, many years.

PS: Don't forget to do the Finding content in *The Indexer* survey if you haven't already completed it.

Conference recordings:

ANZSI is requesting purchase of some of our conference sessions for a one-time viewing event for their members.

Considerations: This would require permission from presenters. If ANZSI pays us, how might presenters be paid?

Website establishment:

This working project began last fall. Alex Peace is on this group and can provide some more details.

At this time, ICRIS agreed to an indexers.org website in principle. (if that domain name can be obtained). The task force will present more precise details to their societies and then get back to ICRIS at the Berlin conference. For example, all societies would list information about their conferences and include links to their society website. The availability of indexers.org will be researched.

Berlin conference:

Soon registration for online attendance will be available (after Easter). Later, in person registration will be offered with a top-up fee from the online fee.

The venue will be at the WeiberWirtschaft women's cooperative in the centre of Berlin.

There will be no breakout sessions. They are following the ISC/SCI model!

Dennis Duncan and Paula Clarke-Bain will be speaking on the translation process of his book.

The ICRIS triennial will be held on October 16, the day before the Berlin Conference begins. An important order of business at the triennial:

There will be a review of the ICRIS agreement. All societies are asked to have their executive committees read the agreement and suggest any necessary amendments. Input from the executive committee should be received by our next executive committee meeting in order that our input to ICRIS be submitted well before the Berlin conference.

Also at the Berlin conference, the new ICRIS coordinators for the next 3 years will be decided and a decision will be made on where the location will be for this next in-person meeting. Might we offer for it to be held in Canada?

Indexing standards: There was some discussion about various standards - NISO, CMOS, Chinese standards. There was interest in obtaining a French version of the NISO standards. The Chinese standards will be presented at the Berlin conference. SI has a Sidelights article comparing their standards to NISO.

Items for discussion:

1. ICRIS agreement review by member societies. It was last reviewed in 2015 and it's time for another review. Please give input by our next executive meeting/put on that meeting's agenda . You may read it at:

<https://www.theindexer.org/international/agreement/> or alternatively there is a link to it on the member side of our website and a copy is in dropbox.

2. ICRIS triennial in 2025: Please give direction as to whether ISC/SCI might host it.

3. Past conference sessions purchasing: ANZSI is interested in obtaining some of our recordings for a one-time event.

4. Book lending service feasibility (ANZSI has such a service for members)

5. Do we want to link some back issues of *The Indexer* on the member side of our website?

ISC/SCI Report on External Hard Drives for Presidents, April 23, 2022

Co-presidents Alex Peace and Jason Begy had previously been sharing the task of backing up Dropbox content. Tere, the new co-president, does not possess an external hard drive and would need to purchase one. Tere and Alex are asking the Society to cover the cost of the external hard drive. Should this be standard procedure for incoming presidents?

MOTION that the Society approve the buying of an external harddrive up to \$150 for a president to continue backing up the Dropbox folder.

The above is for **discussion**.

Submitted by Tere Mullin

April 23, 2022

Community Engaged Research (Tere Mullin)

Background

- On April 6, Alex and Tere met with Elim Ng, coordinator of the Community Engaged Research program at King's University in Edmonton, Alberta. This was a preliminary meeting to find out about the program, as Elim has invited us to participate.

Community Engaged Research Program

- The purpose of the program is to match senior undergraduate students at King's University with community partners, to provide them with hands-on experience conducting research. Community partners are typically non-profit organizations and social entrepreneurs. The community partner benefits by obtaining the results of this research at no financial cost.
- Elim supervises the project, and acts as liaison between the community partner and the students. In consultation with the community partner, she helps to develop a research project that best suits the partner's needs.
- Research may be conducted in one of many formats, based on the needs of the community partner. Elim mentioned, for example, content analyses, survey instruments, industry profiles, annotated bibliographies, and brochures/pamphlets.
- See the flyer provided by Elim for an additional overview of the program (PDF, "Intro to CER for community partners").

Society Involvement

- If we decide to proceed, a meeting between Elim, Alex and Tere would occur to articulate our needs and decide on a project format.
- Occasional meetings with Elim throughout the process, and at least one meeting would occur between the students and Tere (Tere acting as community partner contact).

Timeline

- Typically, projects begin in September and ends in May. Although September seems far away, Elim noted that quite a bit of work goes into the planning stages, and that if September is an ideal starting time for us, we would need to get going. Alex and I

proposed meeting with Elim shortly after the executive meeting on April 23rd if we do want to proceed.

- It is possible to begin in January, however, this would mean a shorter and less-involved project.
- Elim also wanted to be clear that things can move slowly with these projects, because we would be working around students' school schedules.

What we are asking of you

- Do you think participation is a good idea? Can you think of reasons why we shouldn't participate?
- How would you like to see this research applied to best serve ISC/SCI? What questions do we want answered; what would we like to know more about?
- Please share your thoughts and ideas. If you think of something after our meeting on the 23rd, send us an email!

ISC/SCI Communications Report (Judith Clark)

Other press releases and announcements

- Post-AGM new executive committee: Sent out a press release to the distribution list and a short version for social media. [as of 9-25-2021]
- Sent announcement of change in co-presidents to external contacts. Also requested social media posts. [April 2, 2022]

2022 ISC/SCI conference

- A session speaker announcement was sent to the distribution list. A social media posting request re: conference session speaker was sent. [March 14, 2022] also [March 23, 2022]
- Multiple social media posts over end of March and April 2022 advertising speakers/topics.
- Save-the-date announcement sent to distribution list and to Michele Ou for the editors.ca newsletter [February 2, 2022].
- Open registration announcement sent to distribution list and to Michele Ou for the editors.ca newsletter. Also a social media posting request was sent [February 24, 2022].
- ISC/SCI 2022 Annual Indexing Conference keynote speaker sent per Communications procedures to distribution list recipients and social media. [as of 9-25-2021]

Ewart-Daveluy Award for Excellence in Indexing 2022

- Final reminder sent to distribution list. Social media posting request sent. [February 27, 2022]
- Sent out English and French versions of the Call for Submissions: ISC/SCI Ewart-Daveluy Award for Excellence in Indexing 2022 to distribution list. Requested social media postings as well. [November 15, 2021]
- Ewart-Daveluy 2021 award: Press release sent to distribution list. [as of 9-25-2021]
- Ewart-Daveluy 2021 award: Sent editors.ca text for newsletter. [as of 9-25-2021]
- Ewart-Daveluy 2021 award: Requested social media posts and sent Jess content to go on the platforms. [as of 9-25-2021]

NIRC (New Indexer Resources)

- Announcement sent to external list. [March 16, 2022]
- A social media posting request was sent. [March 16, 2022]

Diversity in Canadian Publishing Bursary

- Sent out an English press release for the winner of the 2021/2022 Diversity in Canadian Publishing Bursary Award and requested social media postings. [November 29, 2021] Sent editors.ca contact short announcements (under 100 words) with a link to the full articles (French and English) on indexers.ca. [December 6, 2021]
- Diversity in Canadian Publishing Bursary: Sent out a release about the 2021 winner per Communications procedures to stake-holders, including distribution list recipients and social media. [as of 9-25-2021]
- Diversity in Canadian Publishing Bursary: Sent out a release about the 2021-2022 call for applications to the distribution list. Social media reminder posts submitted to Jess for posting. [as of 9-25-2021]

Student Letter

- Sent letter on October 30, 2021 and updated records in student letter folder.

Tamarack Award

- 2021 Tamarack Award recipient information sent per Communications procedures to distribution list recipients and social media.

BPC website

- Placed a list of changes to be made to the BPC website information about ISC into the BPC rep's folder in Dropbox and notified rep. [as of 9-25-2021]

Isc-I ad hoc committee for forum guidelines and FAQ

- Served on ad hoc committee to create ISC-I forum email guidelines and FAQ. [spring 2022]

Possibility of social media campaign

- Alex and Tere had an idea for a possible social media campaign, based on a promotional ad from CIEP. I have created a spreadsheet where we can take notes. Sheet 2 has the original campaign that inspired this.

**Discussion needed for social media campaign item; however, discussion possibly could wait until next meeting after the conference. This type of campaign seems more appropriate for fall, but timing may be a matter for discussion as well.

Ideas for: Reasons to join ISC/SCI

ISC/SCI list of reasons

Visibility (find an indexer)
 Web site resources (list all)
 Discounts (list various types)
 Recognition (logo for website--other?)
 Isc-I email list
 Bulletin
 regional networking
 mentoring
 Ewart-Daveluy Indexing Award (eligible to apply)
 New Indexer Resources