

ISC/SCI Executive Meeting Minutes Amended

Saturday, September 17, 2022, online, 1 p.m. EDT

Present: Alexandra Peace, Liese Achtzehner, Judith Clark, Christine Dudgeon, JoAnne Burek, Margaret de Boer, Vicki Gregory, Jolanta Komornicka, Julia White, Barbara Cuerden, Carlisle Froese, Patti Phillips

1. Welcome (Alexandra Peace and Jolanta Komornicka) and Roll Call (recording secretary Patti Phillips)

Alex called the meeting to order at 1:01 Eastern Time.

2. Approval of Agenda

Motion to approve Agenda (Vicki/Judith). Carried

3. Approval of Minutes: April 23, 2022 Executive Meeting

Motion to approve the April 23, 2022 Executive Meeting minutes (Jolanta/Barbara). Carried

4. Consent Agenda

Motion to approve the Consent Agenda with amendment to dates on financials by JoAnne.

(Liese/Ronnie). Carried.

Action: JoAnne Burek to amend dates on financials. Complete.

a) Regional Updates

- i. Central Canada | Centre du Canada (Ronnie Seagren)
- ii. Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)
- iii. British Columbia | Colombie-Britannique (Lisa Fedorak)
- iv. Eastern Canada | Est du Canada (Barbara Cuerden)

b) Committee Reports

- i. Archives (Alexandra Peace for Christine Jacobs)
- ii. Awards (Liese Achtzehner)
- iii. Book and Periodical Council (Ronnie Seagren, no report)
- iv. Bulletin (Vicki Gregory)
- v. Community Engaged Research (Jolanta Komornicka)
- vi. Finances (JoAnne Burek)
- vii. Membership (Julia White)
- viii. Mentorship (Carlisle Froese)
- ix. New Indexer Resources Committee (JoAnne Burek, no report)
- x. President's Report (Alexandra Peace and Jolanta Komornicka)
- xi. Web Administration (Christine Dudgeon)
- xii. Webinars (Matthew MacLellan)

5. Items for Discussion

a) Presidential Changeover (Alexandra Peace)

Jolanta as new co-president can choose to purchase a print or ebook of *Bourinot's rules*.

Alex will be moving to past president, so we need a co-president.

A succession committee needs to be struck to do things: 1) contact members on executive to find out if they're staying or leaving after their term ends, and 2) approach new members to see if they'd like to stand for a position.

Action: Margaret de Boer and Judith Clark volunteered to lead the succession committee.

Action: Jolanta and Alex will work on BC, Ronnie on Central (Ontario) region.

b) Conference 2023 (Alexandra Peace)

Alex thanked JoAnne for the logo, Lisa for starting the NFLD book club, and Maura for getting the ad for the *Indexer* in.

Normally, Alex would bring the conference discussion to executive in November, but since Murray Premises agreed to keep the same prices as last year, she brought it early. Any questions about report?

Motion to hold Conference 2023 on June 9th and 10th (Alex/Liese). Carried.

Motion requesting executive committee authorize Alexandra Peace to sign the agreement with Murray Premises to hold the ISC/SCI Conference 2023 there (Alex/Jolanta). Carried.

Questions or Concerns

There appear to be conflicting dates posted in different locations

Alex clarified that Friday and Saturday are for the conference meetings (proper). On Thursday there is an executive meeting and an ICRIS meeting. Additional workshops may be held on Sunday.

Any workshops (costs) are negotiated separately from original conference fee. It will be decided a few months beforehand. So any arrangements needed to be made with hotel, will be negotiated after (not in original contract).

Action: Alex will do the write up for the next Bulletin.

Action: Lisa will send report on Conference 2022 by November meeting--still working on the financials.

c) Travel/Conference Bursaries (Alexandra Peace)

i. Executive Travel Funds for Face-to-Face Meeting

There is available funding (currently up to \$2000) to get executive members to conference for executive meeting. A committee needs to be formed, whose role is to accept requests and decide who gets how much according to the formula.

Funds could be awarded to two or three members. Margaret was on past committee but can't recall if there was a limit to how many people could receive funding. The current formula (examples) shows how previous bursary amount was determined, but not how many people, which is a second issue.

- Could we bump up the amount of money available to \$4–5000, since NFLD is farther away and more costly?
- Executive needs to decide how many people and how much and then amend the policy.

- Is it better to say up to three awards, permanently?
- Would it be useful to award a maximum to each person?
- Existing policy says the policy needs to be reviewed every year, which would include the amount.

Motion to approve setting the amount for up to a maximum of \$5000 for executive travel for Conference 2023 (JoAnne/Jolanta). Carried. (Note: it will only ever be used every other year).

Action: Alex and JoAnne will review and amend the policy and report back to executive.

Action: Alex and Jolanta will approach non-exec people to form a committee for choosing the executive committee bursaries.

ii. Conference Scholarship for Members

This policy had been accepted, but somehow had not been quite finished.

Alex asked if people had any concerns about changes she made to the policy regarding covering fees for the conference through scholarship awards. People needed time to read revisions.

Action: Executive need to read Alex's revisions and make comments/initial they've read them (conference scholarship policy and procedure) by the end of the week; Alex will then pass document on to new committee.

Action: JoAnne, Christine, Jolanta volunteered to be on this committee.

d) ICRIS Matters (Margaret de Boer)

i. ICRIS agreement amendments ratification by member societies.

Margaret asked if anyone had questions/concerns?

Discussion

Re: on-line meetings section: How will rotation of hosting/chairing meetings unfold--no mention of it right now? Could the how be clarified?

Alex noted that ASI does not consider Keywords to be a newsletter.

Action: Margaret to take the notes to ICRIS.

ii. International Indexers website proposal

Members expressed enthusiasm for this initiative. Margaret asked for clarification about continuing costs, which are informal right now. Do people have concerns?

Discussion

Five large societies have the budget to support this--how would support be divided? We need formal clarification about how support would be divided. Proposal states each society responsible for three years/term.

Is that cost for administration only (with communal pot)? Formal clarification needed here.

Are we correct in understanding that the only job (responsibility) is to add user accounts to the site, with only one administrator at a time having access to the site?

Names of potential website (from all the options listed by ICRIS) needs to be clear to searchers.

Members felt a “.org” address is best (e.g., Indexers.org) or Find an indexer.org.

Motion to approve ISC/SCI financially support the website for ICRIS members, for an agreed upon three-year period, including the initial set-up of the website, to a total maximum of CAD\$700 for the one-time set up and \$1300 for maintenance fees for the first three-year period (Margaret/Alex). Carried.

Depending on website costs--executive will review this.

--BREAK --

e) Email Motions (Alexandra Peace)

Background

From time to time, motions are put forth by executive committee members between regular meetings and voting takes place by email.

Motion calling on executive committee to approve the procedure for passing a motion by email (Alex/Joanne). Carried.

Action: Alex will place a copy of Email Motions procedure in our policy and procedures documents (to be reviewed annually).

Discussion

- Does exec need to hound everyone to read the motion and respond?

- It depends on the seriousness of the motion.
- Maybe the motion should include quorum or majority?
 - If there are still ongoing discussion/questions, does it mean motion is not ready for a vote?
 - What does our constitution say about number/reference to quorum for executive (rules)?
 - For AGM it is at least twelve members. Given our number, two thirds makes sense. Ideally, we should have fourteen, so quorum would be eight.
 - Number may vary from year to year (vacant positions for example).
 - Result: For email motions, rather than say quorum, we'll say "majority."

Motion to approve the email motions that have occurred between meetings that have not yet been entered into the minutes. (Alex/JoAnne). Carried.

Action: Patti to add previous email motions to the minutes (list below).

- i. Bursary Short-List Free Six-Month Memberships, 2021.docx, August 21–24, 2020
- ii. Conference 2021 Budget, 2021.docx, December 14–17, 2020
- iii. Conference Fee Policy Motion, 2022.docx, August 1 and 2, 2022

Motion that the executive committee approve the revisions (small updates) to the ISC/SCI Conference Fee Policy (Alex/Barbara). Carried.

Action: Alex to accept revisions and place document in the policies and procedures folder and in the conference folder.

- iv. Creation of MIGs, 2021.docx, November 24 and 25, 2021
- v. Purchase of Bourinot's for Presidents, 2021.docx, July 9 and 10, 2021
- vi. Purchase of Dropbox Storage, 2021.docx, June 18 and 19, 2021
- vii. Purchase of Event Calendar Pro, 2021.docx, October 6 and 7, 2021
- viii. Purchase of Flowers for Carlisle, 2021.docx, September 22, 2021

- ix. Purchase of Plugin for NIRC, 2021.docx, August 9–11, 2021
- x. Sponsorship for Berlin Conference, 2022.docx, August 3 and 4, 2022

Action: Alex to get wording for ad for Conference 2023 and Society logo and send to Ann Kingdom.

f) TIDE, Bursary, Outreach (Ronnie Seagren)

i. Form

A member raised a question about the accessibility of the application process; fillable forms can be a hindrance (having to download, print, or for people using phones, etc.).

Action: JoAnne said she will add the form back to the website before the application deadline of Oct. 7, 2022.

ii. Applications from Members

Can members apply? TIDE received a new application from someone who fits criteria but is already a member of Society.

Because it wasn't stated clearly on the website, TIDE recommends that we accept the application. We need a procedure. Topic that we need to discuss in future (next meeting) is the "criteria."

Motion to approve TIDE's recommendation that they accept the application from new member for the 2022 bursary, which is non-binding on any future bursary awards (Alex/JoAnne).

Discussion

Concerns were raised that if we agreed to accepting this one application from a member, we would be committing ourselves to future applications from members as we had set a precedent.

However, we are only accepting this one because there is nothing on the website that says we won't; not being a member is not in the list of criteria.

We need to decide whether membership status should be added to the criteria.

Action: Can members apply? Criteria to be discussed at next meeting.

Ronnie noted that TIDE did not previously limit the number of trial memberships they offered over the past two years.

g) Surveys (Wendy Savage)

Is there a date when this (survey) has to be completed?

Sometime this Fall is okay.

h) Communications (Judith Clark)

Action: Liese to take Judith's concerns about communication of non award by the Ewart-Daveluy panel to Audrey.

Action: Communications discussion to be moved to next meeting.

i) Publication of Indexing Rates (Julia White for Wendy Savage)

Action: Discussion to be moved to next meeting.

j) Translations for Member Communication (was Tere Mullin)

6. Action Items (see separate list)

7. New Business

a) AGM time and location (Alexandra Peace)

Action: Move discussion to November.

b) Lending Library (Margaret de Boer and Carlisle Froese)

Margaret expressed gratitude to ANZI, who sent all their documentation. Carlisle did a lot of work on documentation. The main point for discussion is the high costs of shipping across Canada. Carlisle and Margaret included two proposals in their report to kickstart the discussion and asked for other ideas:

- lend books only to mentees and mentors in the mentorship program, with a limit of two books to be returned after six months. (Carlisle suggested it might make the program more intentional, e.g., read chapters and work through them together.)

- members enter a draw periodically throughout the year (e.g., a skill-testing question?) and recipients choose from a suggested short list of books. ISC/SCI purchases and ships either the hard cover or digital book to them.

Alex opened the discussion saying there is some money to spend to help new indexers.

Discussion and Questions

- Can we purchase rights for copies of books (e.g., digitized copy with expiry date)?
- Can we get books that are out of print and pay for rights to/and print them?
- What about having both—rights management (software) and e-book versions?
- What about having a members-only section on website with links to digital copy and rights for current members and hard copies available for the mentorship program?
- Can we buy pdf versions from an author (particularly for books out of print)?
- How then can we get the lending library going in the meantime? Is it merely a matter of money?
- Who houses the books; what happens if they're lost?
- One suggestion from committee was that after one year member would be asked to replace it, vs. if lost by Canada Post. We could potentially have eastern and western locations with copies.
- Can we ask that the interlibrary loan system be used first?
- Why don't we run it as a pilot program for one year and then revisit, and set aside a dollar amount for one year?
- Could we add a few questions to this year's survey about books and ask members which ones they'd be interested in and in what form?

Action: Julia to talk to Wendy (survey committee chair) about adding these questions to this year's survey. Julia to report back to the executive committee.

- Carlisle said a book list has been created from various sources. It would be great to include books associated with the Ewart-Daveluy awards: the books and index copies if the winners agree.
- Could we set aside \$1000 to start?

Action: Margaret and Carlisle to write an article about this for the *Bulletin* (maybe the March issue).

- Could we pick the top five books to be available and have a specific email address on the website?

Action: Christine to create a new email address.

Note from member: Enid Zafron's website is an amazing resource.

Action: Margaret and Carlisle to come back with more info, including possibilities of digital lending, and answers to as many of the questions raised as possible.

c) Website Move Proposal (JoAnne Burek)

Can move discussion to next meeting, but site will probably have to be moved before August.

Action: Joanne will let executive know how much it will cost (range) to hire someone to move the website.

8. Next Meeting is November 5, 2022.

The November meeting is usually when we discuss the Conference budget. It may be longer because we had to put off many things.

9. Adjournment

Motion to adjourn at 4:27 pm (Alex/Jolanta). Carried.

Reports, Consent

Central Region Report (Jolanta Komornicka)

Since April 2022, the Central (Ontario) Region has gained 3 new members (though one of them is still deciding whether Central or Prairies is a better fit).

Ronnie Seagren and I held regional meetings for the Central Region on 28 May (virtual) and 25 June (in-person). We have an upcoming meeting the week following the executive meeting, again in-person in Toronto.

At the 28 May meeting we pre-circulated and then discussed Mel Gee's findings regarding how indexers in North America and the UK handle the question of the metatopic.

At our 25 June meeting we pre-read a couple articles from *The Indexer* on indexing fiction. One of our members brought some fiction novels that contained indexes, either as narrative devices or as part of the book's apparatus. Naturally, Ronnie was a treasure-trove of information on the topic. We also discussed possibilities for how to engage more with this topic in conference sessions.

The Central Region reps hosted the National Chat on 13 July, with Jolanta leading the discussion and Ronnie assisting.

As Jolanta has been tapped to be co-president, the Central Region is currently looking for another member to act as co-representative alongside Ronnie. A meeting to that end occurred 13 September between Jolanta, Ronnie, Mary Newberry, and Margaret De Boer.

This report is for information only.

ISC/SCI Prairie Region Report (Liese Achtzehner)

I hosted Prairie Region chats on June 25th and on August 27th, both in the afternoon and via zoom.

We have one possible new member for the Prairie region (see also Central Region report).

I do not have anything for discussion.

BC Regional Report (Matthew MacLellan)

Since 4/22, (the last full membership report, as per our membership secretary), the BC Region has gained 4 members.

We held regional meetings for the BC region on 6/1 and 8/3.

At the 6/1 meeting we had several new participants and discussed our beginnings in indexing and other careers we held before finding indexing. At the 8/3 meeting our discussions were somewhat more general but circled around anxieties about increasing density of words per page in the proofs we're indexing from and other developments in the publishing industry.

Since the AGM, we've had two MIG emerge in the BC Region. One is from Lisa Fedorak, and focused on business development and accountability. The other is still in formation (the form hasn't been returned yet, so not official), but seems to be focused on embedded indexing.

This report is for information only.

ISC/SCI Eastern Report for September 17, 2022 Barbara Cuerden

New members in our region: Mercedes Brian from NS, Greg Fisher who is in Montreal, Caitlin Christie in Fredericton, NB, Lorna Tallman, Mormora ON, and Gavin Goodwin, in Sackville, NB. We may have lost one Eastern member, Kevin Keyes, who has decided not to pursue indexing. Frances Curry has retired and asked to be removed from the member list. Heather Ebbs is retired.

We held our Eastern region chat August 16th, where Barbara was introduced, and Alex co-hosted the zoom and assisted Barbara. We introduced ourselves and what we were up to and discussed Barbara's latest index. We also hosted the National Chat Sept. 11th. Ronnie Seagren co-hosted. Outside member, Lora Marchand from Vermont also attended. There were 9 people.

Tere Mullin is no longer Eastern Ontario Rep. She has obligations at the national Executive level. Tere was of huge help in onboarding Barbara.

Our next regional chat is scheduled for Oct. 19th.

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

2022 09 17 Archives Report

We have just resumed post-summer activity, so there are no changes since the Annual report. The Committee meeting is set for Sept 28th.

Ewart-Daveluy Indexing Award Committee (Liese Achtzehner)

The ISC/SCI Ewart-Daveluy Indexing Award was not awarded this year, 2021–22. The committee (Judy Dunlop, chair; Audrey McClellan, François Trahan, and Stephen Ullstrom) received several good submissions, but committee members unanimously decided that none of the indexes reached the level of excellence that merits the award. We will be looking at the criteria on the ISC/SCI website and in the submission guidelines to see if there is anything we can add to clarify what we are looking for in terms of "elegance." At the same time, we don't want to discourage submissions from indexers looking for feedback.

Committee members had planned to prepare feedback for the submitters over the summer, but all were unusually busy, so this is ongoing. We will be sending comments

as soon as possible. The idea of setting up Zoom chats with submitters has also been floated for further consideration.

Over the next few months the committee members—Liese Achtzehner (chair), Judy Dunlop, François Trahan, and Stephen Ullstrom—will be taking the following actions:

- Drafting procedure for announcing a non-winner at either in-person or virtual conference/AGM and also publicly
- Considering policy for submissions by previous winners
- Updating and posting website information, call for submissions, etc.
- Submitting material to be translated for the website by December or sooner

For the 2023 award, we will be accepting submissions of indexes to books published in 2021 and 2022. The application deadline is March 15, 2023.

Bulletin newsletter report – Vicki Gregory

As of this report the *Bulletin* issue 2 has been completed and is about to be sent to members. Feedback on issue 1 was positive and I'm hoping issue 2 and 3 will be well received as well. The ideas and content I've received are excellent and there's never a shortage of articles.

Jolanta Komornicka worked on both copyediting and proofreading in issue 2. She has received guidance from Gillian Watts and did a great job—I'm happy to have 2 copyeditors now as this spreads the workload!

This issue was delayed by about a month, some of which was due to travel and work conflicts. I will consider this for next summer's issue and maybe shift the deadlines to an earlier date.

I really appreciate the *Bulletin* team's enthusiasm and hard work!

This report is for information only.

Community Engaged Research (Jolanta Komornicka)

On 12 September 2022, members of ISC/SCI (Jolanta Komornicka, Barbara Cuerden, Stephen Ullstrom, and Mary Newberry, as well as former member Louise Fairley) met with the research team at the King's University, led by Elim Ng, to touch-base regarding the research project that will take place over the 2022–2023 academic year. The indexing team introduced students to what indexing is as a profession, the different

kinds of texts and projects an indexer can work on, and the various types of clients (individual and organizational) that indexers work for. The conversation covered how clients find indexers, how we as individuals came to indexing, and what ISC/SCI hopes to gain from the research on mid- and late-career transitions. The expectation is that the research will focus on the mental health and psychological side of the transition process (rather than, e.g., the financial).

This report is for information only.

Treasurer's Report (JoAnne Burek)

Our financials remain healthy. From April 1 to June 30, we have had a net increase of \$6,192.88.

| | Mar 31 | Change | 30-Jun |
|--------------|---------------------|--------------------|---------------------|
| Cash Account | \$ 37,938.60 | \$ 5,729.27 | \$ 43,667.87 |
| GICs | \$ 13,800.97 | \$ 2.46 | \$ 13,803.23 |
| Stripe | \$ 673.04 | \$ 461.15 | \$ 1,134.19 |
| Total | \$ 52,412.61 | \$ 6,192.88 | \$ 58,605.29 |

The conference revenue and expenses make up \$3,668.25 of the increase.

| Income & Expense | Fiscal Year 2022-2023 | | | | | June 30, 2022 | | |
|----------------------------------|-----------------------|-----------------|-----------------|-----------------|--------------------|-------------------|-------------|--|
| | 2021 Apr-Jun | 2021 Jul-Sep | 2021 Oct-Dec | 2022 Jan Mar | Fiscal YTD | Budget | Var | |
| INCOME | | | | | | | | |
| Membership | \$ 4,918.54 | \$ - | \$ - | \$ - | \$ 4,918.54 | \$ 17,535 | 28% | |
| Other Fees and Sales | \$ 130.00 | \$ - | \$ - | \$ - | \$ 130.00 | \$ 550 | 24% | |
| Interest Income | \$ 2.46 | | | | \$ 2.46 | \$ 100 | 2% | |
| TOTAL INCOME | \$ 5,051.00 | \$ - | \$ - | \$ - | \$ 5,051.00 | \$ 18,185 | 28% | |
| EXPENSES | | | | | | | | |
| Awards | \$ 125.05 | \$ - | \$ - | \$ - | \$ 125.05 | \$ 200 | 63% | |
| Bulletin | \$ 46.32 | \$ - | \$ - | \$ - | \$ 46.32 | \$ 770 | 6% | |
| Executive Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,450 | 0% | |
| Membership expenses | \$ 1,979.04 | \$ - | \$ - | \$ - | \$ 1,979.04 | \$ 8,808 | 22% | |
| Membership Survey | | | | | \$ - | \$ 49 | 0% | |
| Mentorship Honoraria | \$ 90.00 | | | | \$ 90.00 | \$ 360 | 25% | |
| Miscellaneous expenses | \$ 190.86 | | | | \$ 190.86 | \$ 150 | 127% | |
| Operating Expenses | \$ 15.00 | \$ - | \$ - | \$ - | \$ 15.00 | \$ 120 | 13% | |
| Promotion | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 780 | 0% | |
| Software Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 390 | 0% | |
| Volunteer Appreciation | | | | | \$ - | \$ 100 | 0% | |
| Website and Listservs | \$ 80.10 | \$ - | \$ - | \$ - | \$ 80.10 | \$ 1,214 | 7% | |
| TOTAL OPERATING EXPENSES | \$ 2,526.37 | \$ - | \$ - | \$ - | \$ 2,526.37 | \$ 16,391 | 15% | |
| NET OPERATING PROFIT/LOSS | \$ 2,524.63 | \$ - | \$ - | \$ - | \$ 2,524.63 | \$ 1,794 | 141% | |
| Extraordinary Expenses | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,750 | 0% | |
| NET BEFORE CONFERENCE | \$ 2,524.63 | \$ - | \$ - | \$ - | \$ 2,524.63 | \$ (4,956) | -51% | |
| Net Conference | \$ 3,668.25 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 3,668.25 | | | |
| NET PROFIT/LOSS | \$ 6,192.88 | \$ - | \$ - | \$ - | \$ 6,192.88 | | | |

This report is presented for consent approval.

September 2022 Membership Report (Julia White)

Activities Completed

- Ongoing updates of membership renewals, activations and lapses
- Sent out mass emails to membership
- Liaised with SI regarding subscriptions to *The Indexer*

Total membership numbers

As of September 9, 2022, we have 135 active members.

On a year-over-year basis, overall membership numbers have increased 8.9%. Canadian memberships have risen by seven and international memberships have gone up by four.

Since the last full report in April 2022, the total number of members has decreased by one. This small decline was primarily due to a decrease in Basic Trial memberships. The number of Institutional memberships also declined, partly because some Institutional members have switched to Individual membership. Individual Basic memberships increased by four and the number of Individual Listed memberships increased by one. The other membership categories were stable.

Paid memberships: Excluding honorary memberships, paid membership numbers are up 9.5% since September 2021. Since the last report in April 2022, paid memberships have increased by three.

| Comparative | Sept 22 | Apr 22 | Sep 21 |
|-----------------------------|------------|------------|------------|
| Total | 135 | 136 | 124 |
| Canada | 110 | 112 | 103 |
| International | 25 | 24 | 21 |
| Individual Basic | 42 | 38 | 31 |
| Individual Listed | 76 | 75 | 72 |
| Individual Listed (bursary) | 2 | 3 | 3 |
| Student | 2 | 2 | 2 |
| Emeritus | 4 | 4 | 4 |
| Institutional | 7 | 9 | 11 |
| Basic Trial | 2 | 5 | 1 |
| Paid Memberships | 127 | 124 | 116 |
| Honorary Memberships | 8 | 12 | 8 |

| Residency of memberships | | | | | | | |
|----------------------------|------------|-----------|-----------|----------|----------|------------|-------------|
| Canada | Total | Basic | Listed | Student | Emeritus | Institut'l | Basic trial |
| BC | 23 | 5 | 16 | - | - | 1 | 1 |
| AB | 10 | 2 | 6 | - | 1 | 1 | - |
| SK | 3 | - | 2 | - | - | 1 | - |
| MB | - | - | - | - | - | - | - |
| ON | 52 | 12 | 33 | 1 | 3 | 3 | - |
| QC | 12 | 5 | 5 | 1 | - | - | 1 |
| NB | 5 | 5 | - | - | - | - | - |
| NS | 4 | 1 | 3 | - | - | - | - |
| PEI | 1 | 1 | - | - | - | - | - |
| NL | - | - | - | - | - | - | - |
| Total Canada | 110 | 31 | 65 | 2 | 4 | 6 | 2 |
| | | | | | | | |
| International | Total | Basic | Listed | Student | Emeritus | Institut'l | Basic trial |
| United States | 22 | 9 | 12 | - | - | 1 | - |
| Other | 3 | 2 | 1 | - | - | - | - |
| Total international | 25 | 11 | 13 | - | - | 1 | - |

New members

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

Michelle Braiden, Montreal, QC; Individual Basic
 Jannaya Friggstad Jensen, Victoria, BC; Individual Basic
 Kimberly Hayes, Chicago, IL, USA; Individual Basic
 Sarah Kahale, Victoria, BC; Basic Trial
 Treava Kellington, Victoria, BC; Individual Basic
 Jude Klaassen, Montreal, QC; Basic Trial
 Janice Logan, Victoria, BC; Individual Listed
 Susan Morton, Riverview, NB; Individual Basic
 Susan Stott, Pontypool, ON; Individual Basic
 Lurna Tallman, Marmora, ON; Individual Basic

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

Mary Newberry Mentorship Program Report, 15 September 2022, Carlisle Froese

Since taking over the program from Tere, I have been reading through the documentation to familiarize myself with the process. Tere was kind enough to meet with me and review any questions that I had.

There has been one application for a mentorship that I am in the process of getting started.

There is one mentorship still underway.

There was an issue with notifications for the payment forms that JoAnne informed me of, so we fixed that as well.

Finally, I am hoping to get in touch with the regional reps soon to discuss popping into their meetings to present the program to members to make sure everyone knows what is available and answer any questions that they might have about becoming a mentee or a mentor.

Co-Presidents' Report, Alexandra Peace

Changeover of Presidents

I am happy to have had the opportunity to work with Tere. We met often before the AGM, and every two weeks after. I found Tere easy to work with and very helpful.

I am looking forward to working with Jolanta. I have passed documentation on to her, and we have met several times. I hope to gradually pass everything over to Jolanta before the next AGM.

I will be leaving at the end of this term; you will need to find another co-president to come onto the executive committee as soon as possible, and to take over after the next AGM.

Done Since Last Quarterly Meeting in April

Tere and I prepared for (dealt with Tamarack Award and Certificates of Recognition and Volunteer Thank Yous), practised for, and chaired the AGM. We finished writing and sending out the thank-you cards.

We also dealt with some issues arising from the timing of the Ewart-Daveluy Award announcement.

I have had meetings with various people as follows: with Lisa Fedorak, developing policy and procedures for the survey committee; with Lisa Fedorak, updating the Conference Handbook; with Judith, on various communication issues; with Christine Dudgeon, about access to the Zoom account; with Julia White, about executive committee liaison procedures; with Ronnie Seagren, about TIDE matters; with the regional representatives, to tweak procedures; with Barbara Cuerden, our new Eastern rep; with Patti Phillips, our new recording secretary; with Audrey McClellan, the new Ewart-Daveluy Award panel chair.

I also approached five members with specific requests for volunteers. Three people were able to accept: Michelle Braiden is available to work with JoAnne Burek on NIRC; Ren Hartwell has taken on social media posting and will work with Judith Clark in communications; Mercedes Brian has joined the Conference 2023 committee.

I have continued to meet with Tere to finish work on the presidents' procedures. I just have to do a bit of clean-up, and it will then be ready to pass over to Jolanta as a working document.

Co-President's Report, Jolanta Komornicka

Having just come on board as ISC/SCI co-president, I have little to report. I have spent the past month catching up on the materials that pertain to the position and getting my feet under me. I've taken over spearheading the Community Engaged Research project Tere Mullin so ably began. Things are moving forward, with an initial meeting with the research students occurring 12 September 2022. I have worked on copyediting and proofreading the *Bulletin* and remain thrilled with the job Vicki Gregory is doing on it. As part of the *Bulletin*, I am preparing brief articles for the editor's corner initiative that's just begun. In October, I'll be attending Continental Connections, the International Indexing Conference, in person.

Alex and I are working well together as co-presidents. I am looking forward to being able to take on a more equitable share of the work as I get my bearings.

Website Administration (Christine Dudgeon)

Website Updates

I have been modifying the tags and categories with a goal of making it easier for posts to appear on the Home page as well as specific Awards pages, plus updating and removing categories that aren't used.

Updates and improvements were made to the TIDE pages.

Passwords

For social media, the Twitter account was the only one that needed the password changed and this was done. Zoom password has not yet been changed but there was an initial discussion with the Presidents about who should have access to set up meetings and how often password should be changed. (See separate Zoom Policies document for discussion.)

This report is presented for information only.

Webinars (Matthew MacLellan)

The webinar committee is currently working on the logistical side of how the webinars will be run. I've reached out to individuals involved with the administrative side of the ISC/SCI website, and we'll be planning to meet in October.

A suggestion for a topic was brought forward at a national chat, about processes of individual indexers in working on embedded indexing projects. This sounds like a promising topic for a webinar.

This report is for information only.

Reports, Discussion

Presidents, Incoming and Outgoing, Alexandra Peace

Hard Drive

All our folders, containing all our Society information, are in Dropbox, saved to the cloud. Should anything happen in the US that damages Dropbox in any way, we would lose all our info. Therefore, as a further backup, the presidents save the Dropbox folder every two weeks onto hard drives.

We passed a motion 2022 04 23 that discussed purchasing hard drives for the incoming presidents:

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.

Jason had a hard drive, so we didn't need to purchase one for him. We bought one for Tere. I suggest that Jolanta Komornicka purchase one and we reimburse her for it.

Bourinot's Rules

In July, 2022 (by email), we passed a motion to reimburse any incoming president for the purchase of a copy of Bourinot's Rules, up to \$20.

Motion: ... moved that the Society purchase a copy (format to be chosen by recipient) of *Bourinot's Rules of Order* up to a maximum cost of \$20 for each new incoming president/co-president, starting with Jason Begy. Moved by Alexandra Peace, seconded by Judith Clark.

Succession Committee

We have elections every two years, and 2023 is the next. All our terms are up, and I will not be renewing. We need a succession committee to find out whether members of the executive committee will be renewing and, for those who are not, to find members to stand for the positions.

Motions

I move that the Society reimburse Jolanta Komornicka for the purchase of a hard drive up to a maximum of \$100.

Actions

Jolanta can choose to purchase either a print or ebook of *Bourinot's Rules*.

A succession committee needs to be struck.

2022 09 17 Conference 2023 Report, Alexandra Peace

The conference committee has met once already. We discussed the logo, sponsorship of Kate Mertes in Berlin, extra events (bird tours, hike to Signal Hill), need for three more members for the committee, COVID-19 precautions will need to be thought of and publicized, call for proposals, and a reading club.

Dates

After reviewing the results of the 2022 conference survey, the members prefer the conference to be held on the Friday and Saturday, so we propose the dates to be, June 10 and 11, 2023.

Members

Mercedes Brian has joined the team, but we do still need two more members, so if anyone has any ideas, I would be grateful to get some names. I have approached several of the people who have received bursaries, but they were unavailable this year. Sandra would be happy to be approached next year.

Theme

The theme for Conference 2023 is *See A/so Newfoundland*, and the logo is shown here.

ISC/SCI Conference 2023

See also Newfoundland

Venue

I have been in contact with Murray Premises, and they are willing to honour the previous contract, including all the prices. We updated the contract with new dates, and it is in the folder.

I need a motion to allow me to sign the contract on behalf of the Society.

Promotion

Indexer Ad

We also needed to move fast on the *Indexer* ad. Maura Brown did a great job on it, and it is also in the folder.

We were able to use the photo of the whale taken by Trine Schiolden's husband, Randy Wheeler.

Berlin Conference Program

Ann Kingdom approached the executive committee with a proposal that we sponsor a session of the Berlin Conference, and that in return, we could have a line in the program.

The executive committee agreed and suggested that we could use the line to promote Conference 2023.

Here is the result:

11.45 **Kate Mertes: Developing an indexing plan for unconventional texts**

‘The best-laid plans of mice and men gang aft agley.’ (Robert Burns)

This is true not only for mice, and people, but for indexers as well! Kate has a standard approach to the text that usually serves her very well, but some of her most interesting projects have involved texts that do not fit into the standard structure of western writing. For each of these she has had to abandon her ordinary methodology and devise a new approach, and each has taught her something new about indexing. But this does not mean that she has had to abandon structure in indexing. On the contrary, novel texts require their own unique plans of attack. In this talk, we will look at some texts that present unique challenges to the indexer, and discuss steps to take to create inventive approaches to texts. If you’ve ever been brought up short by a project that seems to defy your usual methodologies, this talk aims to provide you with new tools.

Kate Mertes, sole proprietor of Mertes Editorial Services, has been providing indexing, information retrieval and editorial expertise for complex, challenging projects in law and the humanities since 1998. She has held several positions in the American Society for Indexing (ASI), and twice won ASI’s Award for Excellence in Indexing.



Session sponsored by the Indexing Society of Canada/ Société canadienne d’indexation (ISC/SCI): <https://indexers.ca/>

ISC/SCI Conference 2023 *See also Newfoundland*

Book Club

We thought it would be a great idea to have a book club to read books about Newfoundland before the conference, and Lisa Fedorak has gone ahead and organized this. Notification of the first meeting and book has gone out to the membership.

Sessions

Lisa Fedorak put out a call for proposals and has received three proposals. She will also be present and actively recruiting at the Berlin conference.

We are also planning to have workshops on the Sunday.

Future Plans

I will be bringing the budget to you in November for your approval.

I have been in contact with the Gypsy Tea Room about catering the conference, and I will be negotiating a contract with them later.

We are thinking of organizing some other informal events because it is such an opportunity to be able to go to Newfoundland. These will include bird tours on the Wednesday before the conference. Mary Newberry has offered to help with this. And Lisa Fedorak will organize an informal hike up Signal Hill.

We may also help to organize people interested in going up to L’Anse aux Meadows.

Discussion

I need two more members for the team.

Motions

I move that the executive committee authorize Alexandra Peace to sign the agreement with Murray Premises to hold ISC/SCI Conference 2023 there.

I move that we hold Conference 2023 on June 10 and 11, 2023.

2022 09 17, Committees Needed for Conference, Alexandra Peace

With the probable return of an in-person conference in 2023 in St. John's, NL, we need to create a couple of committees to oversee the bursaries. We have two policies about helping people financially with the conference. These policies can be found in the folder.

One is a bursary for executive committee members to be able to travel to the one face-to-face meeting we have each year at the conference. A committee needs to be formed to accept and judge applications for this. The judging panel needs to be composed of three members of the Society who are not on the executive committee, one of whom must have been on the executive committee in the past.

The other is a scholarship for new Society members that pays for registration fees for the conferences on the coast. The policy needs revising (some parts were not fleshed out), and a committee needs to be formed to accept and choose applications for this.

Actions

Form a committee for choosing the executive committee bursaries.

Flesh out the Conference Scholarship Policy and Procedure, and form a committee to choose the conference scholarships for new indexers.

ISC/SCI Policy on Executive Travel

Date approved by the executive committee of ISC/SCI: May 9, 2020

This policy will guide the reimbursement available to executive committee members travelling to an executive committee meeting.

It was created by the Ad Hoc Committee for Development of Policies and Procedures for Executive Committee Travel and was composed of Mary Newberry and Sergey Lobachev.

This policy addresses administration of ISC/SCI by the executive committee members.

Policies

The subsidy is available annually to each executive member on an as needed basis, recognizing that the mandate of the fund is to

- facilitate annual face-to-face meetings of all executive members, usually at the time and location of the annual conference
- assist those executive members whose budget for travel is limited (this recognizes the instability of our industry, indexers at various points in careers, multiple responsibilities, various temporary cash flow issues, etc.)

The amount of the subsidy granted will be based on

- travel expenses only
- budget submitted with application, supplying method and approximate cost of travel (the most economical, within reason)
- up to 100% of amount requested (this can be up to 100% of travel costs)
- amount available in budget, with priority given to those who have not attended a meeting previously

A lesser amount will be offered if the full amount is not available in the budget

Amount to budget annually: \$2000

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

a. Application process

The standard application form is available in an executive committee folder.

Administration

- These funds are only accessible only by the executive committee members.

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

Application form

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

Criteria

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

Amount awarded

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

Examples

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

- Applicant 1 - Never attended an executive meeting in person, Northern BC, air and bus, application amount \$2000

- Applicant 2 - Attended a meeting the previous year, PEI, air, application amount \$500
- Applicant 3 - Attended a meeting the 2 previous years, Southern Sask, bus, amount \$250

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

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

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

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

- Applicant 1 - 72.7% of \$2000 = \$1454
- Applicant 2 - 72.7% of \$500 = \$363.50
- Applicant 3 - 72.7% of \$250 = \$182

Total granted: \$1999.50

Some Explanations

It was decided that determining priority by those travelling the furthest distance was too complicated and not necessarily relevant—there are many factors going into the cost of travel, distance being only one factor.

It was decided that the addition of multiple priorities threatened to make the decision-making process too complex and subjective. Executive members will be encouraged to apply but to restrict their applications to the minimum.

Policy Renewal

Policies, budgeted amount, and priorities to be reviewed each year.

s can be found in the folder.

One is a bursary for executive committee members to be able to travel to the one face-to-face meeting we have each year at the conference. A committee needs to be formed

to accept and judge applications for this. The judging panel needs to be composed of three members of the Society who are not on the executive committee, one of whom must have been on the executive committee in the past.

The other is a scholarship for new Society members that pays for registration fees for the conferences on the coast. The policy needs revising (some parts were not fleshed out), and a committee needs to be formed to accept and choose applications for this.

Actions

Form a committee for choosing the executive committee bursaries.

Flesh out the Conference Scholarship Policy and Procedure, and form a committee to choose the conference scholarships for new indexers.

ISC/SCI Conference Scholarships Policy and Procedures

Date approved by the executive committee of ISC/SCI: January 25, 2020

This policy guides the application of the conference scholarships. It was created by the Special Projects Committee. This policy should be reviewed every other year.

This policy addresses the parts of the mission statement of ISC/SCI that deal with encouraging the ongoing professional development of indexers and facilitating communication between indexers.

Background

The annual conference is an excellent way for the organization to fulfill these parts of its mission.

The executive committee believes that the conferences are particularly beneficial for people new to the indexing field and asked the special projects committee to develop this scholarship.

When

Because the conference is held in central Canada (Toronto, Ottawa, and Montréal) every other year and because transportation to these places is easy, the scholarships will not be given out in these years.

The scholarships will be given when the conferences are off centre, that is, the coasts or smaller centres east and west of central Canada and more difficult and expensive to get to.

Funding

After a membership survey and some discussion, the decision was made to give three scholarships and make the amount of the scholarships exactly the amount of a member's early-bird two-day conference fee.

Thus, suggested spending of about \$1000 every other year for about six years for a total expenditure from the ISC/SCI funds of \$6000 over a span of about twelve years.

Criteria

All applicants must live at least 1000 kms from the conference city. This scholarship is very specifically to help people who cannot get to the conferences because of distance and expense.

There will be boxes on the application form to indicate whether the applicant is a new indexer or one who has never been to a conference before. Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else.

Requirements of Applicants

The recipients will choose from one of the three tasks to contribute to the conference: write an article, generate a list of five questions (from which the committee will choose one or two) to ask the general audience at the conference, or help at the registration desk.

New Indexer

A new indexer is defined as someone who has taken an indexing course or equivalent within the past five years.

Procedures for Conference Scholarships

Application Form

See below.

Publicity and Promotion

A blurb about the scholarship and the application form will be placed on the website; the blurb, with a link to the application form on the website, will be placed in the *Bulletin*; the blurb, with a link to the application form on the website, will be sent by email to members by the membership secretary.

Criteria

- Recipients must live at least 1000 km away from the conference venue.
- Preference will be given first to new indexers, then to people who have never been to a conference, and then to everyone else.

Judging of Applications

A committee of three will be formed at least nine months before the in-person conference.

The committee will publicize the scholarship and set the deadline for the applications to arrive to the committee by six months before the in-person conference.

The committee shall pick three candidates, first from those who are new indexers, then from those who have never been to a conference, and then from everyone else. The choices should be random within categories.

The committee should notify the candidates that they have won, check that they are able to attend the conference, ask which task they would like volunteer for, and get photos of the bursary winners.

The committee will then notify the conference committee and the treasurer of the names of the winners.

The committee should then notify the members (through the website, *Bulletin*, and by email) with an announcement and photos of the winners.

Funding

The amount of the scholarship will be equal to the early-bird fee for the two-day conference program.

ISC/SCI Conference Bursary Application Form

The mission statement of ISC/SCI includes encouraging the ongoing professional development of indexers and facilitating communication between indexers. The annual conference is an excellent way for the organization to fulfill these parts of its mission.

The executive committee believes that the conferences are particularly beneficial for people new to the indexing field and asked the special projects committee to develop this scholarship.

The amount of the scholarship will be equal to the early-bird fee for the two-day conference program.

Please choose from one of the following three tasks to contribute to the conference:

- write an article
- generate a list of five questions (from which the committee will choose one or two) to ask the general audience at the conference
- or help at the registration desk

A new indexer is defined as someone who has taken an indexing course within the past five years or equivalent.

| | |
|-------------------------------------|------------------------------------------------------------------------------|
| Name | |
| Address | |
| Distance from the Conference | |
| Preferred Task | |
| New Indexer | Yes, took indexing course with past five years No |
| Never Been to an ISC/SCI Conference | Have not been to an ISC/SCI conference Have been to an ISC/SCI conference |

International Liaison (Margaret de Boer) 2022 09 17

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

The conference in Berlin is fast approaching. It's exciting to hear that seven of our members will be there too! A detailed conference program is now available. Check out the ISC/SCI sponsorship note under Kate Mertes' session in the conference program.

The meeting of the ICRIS reps will be held the day preceding the conference. There are two items on the ICRIS agenda to be discussed with member society boards beforehand. They are the ICRIS agreement amendments and the International Indexers website proposal.

The documents will be available in the appropriate board meeting folder. Please read them carefully before our executive meeting and be ready for comments or questions.

Items for discussion:

1. ICRIS agreement amendments ratification by member societies.
 2. International Indexers website proposal
-

2022 09 07 Email Motions, Alexandra Peace

Background

From time to time, motions are put forth by executive committee members between regular meetings, and these take place by email.

I propose to codify the procedure for doing this and also to vote on approving the email motions that have not yet made it into the minutes.

Motions

I move that the executive committee approve the procedure for calling for a motion by email.

I move that the executive committee approve the email motions that have occurred between meetings that have not yet been entered into the minutes.

Making Motions by Email, Procedure, Alexandra Peace

Background

Sometimes, members of the executive committee need to make motions, particularly to do with financial matters, between meetings and must do so by email. This procedure outlines how to do this.

Who

Any member of the executive committee may initiate a motion by email.

Why

Motions are usually necessary for any financial matters and for any other matters that need to be on record.

How

The executive committee member initiates an email thread heading including the topic, that it is a motion, and that a response is requested, for example, *Sponsorship for Berlin Conference - Motion - Response Requested*.

After a majority of the executive committee has been heard from, the initiator fills out the form (available in the *board/administration/motions folder*), places a copy in the folder *board/administration/motions/motions by email*, and emails it to the recording secretary at recsec@indexers.ca.

An example of this follows.

Example Motion by Email for ISC/SCI Executive Committee

Date

August 3 and 4, 2022

Topic

Sponsorship at Triennial Conference, Berlin, 2022

Background

The presidents were approached by Ann Kingdom from the Society of Indexers, inquiring whether ISC/SCI would consider making a financial contribution to the upcoming Continental Connections international conference in Berlin. Ann is proposing an amount of 75 Euros, and in exchange for this donation, ISC/SCI will be entitled to advertise in the conference programme (printed and PDF), as well as a link to our website on the downloadable pdf programme.

Motion

... that the executive committee approve an expenditure of up to \$125 CAD to sponsor an event at the international indexers' conference in Berlin (October 2022). In return, we will ask for advertising space for our 2023 conference. Moved by Tere Mullin, seconded by Alexandra Peace.

Discussion Points

None

Vote

Responses were received from Barbara Cuerden, Ronnie Seagren, Jolanta Komornicka, Vicki Gregory, Margaret de Boer, Christine Dudgeon, Matthew MacLellan, Julia White, and JoAnne Burek.

Carried

Action

Alex to get wording for ad for Conference 2023 and Society logo and send to Ann Kingdom.

Motions by Email for ISC/SCI Executive Committee

DATE

August 21–24, 2020

Topic

Membership for short-list bursary applicants for TIDE

Background

TIDE is finding that the bursary applicants are worthy of trying to get as members and would like to offer some form of discounted, time-limited membership in hopes that they stay on.

Motion

... that up to four bursary applicants that are short-listed be offered free six-month trial memberships with no *Indexer*. Moved by Ronnie Seagren, seconded by Judith Clark.

Discussion Points

Various permutations were discussed: free or half price, six months or a year, student or trial membership, and how many should be offered.

Vote

The following executive committee members voted in favour of the motion: JoAnne Burek, Margaret de Boer, Alexandra Peace, François Trahan, Stephen Ullstrom, Lisa Fedorak, Vicki Gregory, Julia White.

Carried

Motions by Email for ISC/SCI Executive Committee

DATE

December 14–17, 2020

Topic

Budget for Conference 2021

Background

Lisa Fedorak as conference chair presents the budget for a virtual conference to be held in spring of 2021.

Motion

... that the executive committee approve the budget for Conference 2021 (Appendix A).
Made by Lisa Fedorak, seconded by Jason Begy.

Additional Information and Discussion Points

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 fewer 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 that 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: each society gives 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 are 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, so 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.

Vote

Carried

Appendix A

ISC/SCI Conference 2021 Budget (November 2020)

| Revenue | | 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 |
| Total Fees | \$ 6,685 | | 135 | |

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 | \$ 120 | \$ 60 | 2 | |

Registration

| | | | |
|-----------------------------|-------|-------|---|
| President Comp Registration | \$ 60 | \$ 60 | 1 |
|-----------------------------|-------|-------|---|

| | | | |
|------------------------------------|-------|-------|---|
| Conference Chair Comp Registration | \$ 60 | \$ 60 | 1 |
|------------------------------------|-------|-------|---|

| | | | |
|--|--|----------------|----|
| | | total comps | 18 |
|--|--|----------------|----|

| | | | |
|------------------|--|--|-----|
| Total Attendance | | | 153 |
|------------------|--|--|-----|

Expenses

| | | |
|----------------------------|----------|-----------------------------|
| Technical Director payment | \$ 1,280 | four 8 hour days @\$40/hour |
|----------------------------|----------|-----------------------------|

| | | |
|---------------------------------|--------|--|
| AV equipment rental - if needed | \$ 200 | |
|---------------------------------|--------|--|

| | | |
|------------------------------|-------|--|
| Thank-you cards (presenters) | \$ 25 | |
|------------------------------|-------|--|

| | | |
|-------------------------|--------|--|
| Speaker thank you gifts | \$ 325 | |
|-------------------------|--------|--|

\$ -

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|--------------|----------|------------------------------|
| 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 |
|--------------|-------|

| | |
|----------------|----------|
| Total Expenses | \$ 4,428 |
|----------------|----------|

| | |
|-----------------|----------|
| Surplus/Deficit | \$ 2,257 |
|-----------------|----------|

Motion by Email for ISC/SCI Executive Committee

Date

August 1 and 2, 2022

Topic

Conference Fee Policy update

Background

Lisa Fedorak and Alexandra Peace were reviewing the conference handbook and needed to put the conference fee policy in it. It appeared to be out of date. Alex updated it and presented it to the executive committee with the following motion.

Motion

... that the executive committee approve of the revisions (small updates) to the ISC/SCI Conference Fee Policy. Made by Alexandra Peace, seconded by Barbara Cuerden.

Discussion Points

The following point was made:

We voted as an executive to increase virtual conference fees for institutional members. Can we add a blurb about that?

I would include a sentence under Conference fees - Virtual conferences that says something to the effect of, "Institutional members fees are \$150 for virtual conferences for the privilege of sharing conference video content with team members."

Vote

Responses were received from Ronnie Seagren, Jolanta Komornicka, Judith Clark, Vicki Gregory, Margaret de Boer, Christine Dudgeon, Matthew MacLellan, Julia White, Tere Mullin, and JoAnne Burek.

Carried

Action

Alex to accept revisions and place document in the policies and procedures folder and in the conference folder.

Motions by Email for ISC/SCI Executive Committee

Date

November 24 and 25, 2021

Topic

Member-Initiated Groups (MIGs)

Background

After a discussion about members' access to Zoom, a committee was formed, consisting of JoAnne Burek, Vicki Gregory, and Alexandra Peace.

JoAnne had already been thinking about this and quickly drew up a draft document about member-initiated groups. The three of us met to discuss JoAnne's excellent draft and add some details.

Motion

... that the ISC/SCI executive committee approve the draft ISC/SCI Member-Initiated Groups Policy and Procedures. Moved by Alexandra Peace, seconded by Tere Mullin.

Discussion Points

Some grammar edits were suggested. A discussion was held about where it should be advertised. Some points were made about the reps making sure that groups were still active and that notice given when a group becomes inactive.

Vote

The following people voted on this motion: Jason Begy, Liese Achtzehner, Judith Clark, JoAnne Burek, Lisa Fedorak, Ronnie Seagren, Julia White, Margaret de Boer, Tere Mullin.

Carried

Action

Alex to update policy with all the suggestions, format, place in policy and procedures folder, and in MIGs folder, and send blurb to website, *Bulletin*, and membership.

Motions by Email for ISC/SCI Executive Committee

DATE

July 9 and 10, 2021

Topic

Purchase of *Bourinot's Rules of Order* for presidents.

Background

François noticed that we have a pirated copy of Bourinot's rules in our admin folder. We shouldn't!

I suggest that we keep the summary, delete the pirated copy, and buy a copy (either print or ebook) for each new president. This would happen every two years. I already have one, but I suggest we purchase one for Jason.

Motion

... that the Society purchase a copy (format to be chosen by recipient) of *Bourinot's Rules of Order* up to a maximum cost of \$20 for each new incoming president/co-president, starting with Jason Begy. Moved by Alexandra Peace, seconded by Judith Clark.

Discussion Points

None.

Vote

The following people voted in favour: Lisa Fedorak, JoAnne Burek, Ronnie Seagren, Margaret de Boer, Liese Achtzehner, Julia White, Vicki Gregory, Tere Mullin.

Carried

Motions by Email for ISC/SCI Executive Committee

DATE

June 18 and 19, 2021

Topic

Dropbox storage

Background

We are running out of free space in Dropbox to store our files/folders.

Motion

... that we increase our storage capabilities with Dropbox (at \$12.99/month, for a total of no more than \$100) for the next six months to give us time to ascertain what we should do. Moved by Alexandra Peace, seconded by Margaret de Boer.

Discussion Points

JB: I would like to see the new committee address the size and scope of the Board folder (by trimming it down/deleting repetitious content), because when a personal dropbox syncs to it, it consumes personal Dropbox space, forcing us to selectively sync to its subfolders.

Vote

The following people voted in favour: Lisa Fedorak, Ronnie Seagren, Judith Clark, Stephen Ullstrom, Vicki Gregory, Julia White, JoAnne Burek, Jason Begy.

Carried

Motions by Email for ISC/SCI Executive Committee

DATE

October 6 and 7, 2021

Topic

Purchase of Event Calendar Pro.

Background

JoAnne Burek:

I was asked to investigate Event Calendar Pro. Currently we are using a very basic no frills version. We have become so advanced in our use of meetings that I think we would benefit from the Pro version plus a few other add-ons that the vendor offers.

Event Calendar Pro (\$99 USD) gives us the ability to create recurring events – this would help me immediately with our chats and regional meetings.

Event Tickets Pro (\$99 USD) lets us sell tickets to events, like conferences and webinars. We were always able to sell tickets with the free version but it was extremely limited. The Pro version has customizable registration fields plus ability to use Stripe to receive payments. It would also allow RSVPs to our meetings.

Virtual Meetings (\$69 USD) lets us connect our website to our Zoom account to schedule meetings and obtain meeting links – this would eliminate the need for anyone to log in to Zoom to book a meeting. There is no free version.

Each of these paid version provides premium support.

I would really like us to get Event Calendar Pro (\$99 USD) because of the time it would save me in posting recurring meetings.

I would support getting the other products too but only if and when everyone else supports it.

Motion

... that ISC/SCI approves the expenditure to purchase Event Calendar Pro. Moved by JoAnne Burek, seconded by Lisa Fedorak.

Discussion Points

Everyone was happy to support the Event Calendar Pro, but not the other two.

Vote

The following people voted in favour of the motion: Alexandra Peace, Jason Begy, Judith Clark, Liese Achtzehner, Vicki Gregory, Tere Mullin, Margaret de Boer, Ronnie Seagren.

Carried

Motions by Email for ISC/SCI Executive Committee

DATE

September 22, 2021

Topic

Flowers for Carlisle Froese, recording secretary.

Background

Carlisle had a baby.

Motion

... that the Society spend up to \$50 to purchase a floral arrangement for Carlisle Froese to celebrate the birth of her baby. Moved by Alexandra Peace, seconded by Vicki Gregory.

Discussion Points

None.

Vote

The following people voted in favour: Margaret de Boer, Liese Achtzehner, Ronnie Seagren, Lisa Fedorak, Judith Clark, JoAnne Burek, Tere Mullin, Jason Begy

Carried

Action

Motions by Email for ISC/SCI Executive Committee

DATE

August 9–11, 2021

Topic

Plugin for website for NIRC.

Background

The New Indexer Resources Committee would like to purchase a plugin for the website to enable a better way to present our content. The content will be in FAQ format. The paid version of the plugin will give us advanced styling options, an easy way for members to contribute content and for readers to submit questions, and advanced search.

The plugin is \$47 USD per year.

Motion

... that the Society approve the purchase of a plugin for the website that will enable members to more easily access content at a cost of \$47USD per year. Moved by JoAnne Burek, seconded by Ronnie Seagren.

Discussion Points

- Is this online FAQ (or is it a forum?) the entire resource package or are there other elements? I feel like this was discussed at the meeting, but again I'm fuzzy on what the end result was.
- At this early stage we are creating a collection of resources that will live on the website.
The format for it is similar to a Q&A or FAQ.

Vote

The following people voted in favour: Lisa Fedorak, Tere Mullin, Jason Begy, Alexandra Peace, Judith Clark, Vicki Gregory, Liese Achtzehner, Margaret de Boer, Julia White.

Carried

Action

Motion by Email for ISC/SCI Executive Committee, August 3 and 4, 2022

Topic

Sponsorship at Triennial Conference, Berlin, 2022

Background

The presidents were approached by Ann Kingdom from the Society of Indexers, inquiring whether ISC/SCI would consider making a financial contribution to the upcoming Continental Connections international conference in Berlin. Ann is proposing an amount of 75 Euros, and in exchange for this donation, ISC/SCI will be entitled to advertise in the conference programme (printed and PDF), as well as a link to our website on the downloadable pdf programme.

Motion

... that the executive committee approve an expenditure of up to \$125 CAD to sponsor an event at the international indexers' conference in Berlin (October 2022). In return, we will ask for advertising space for our 2023 conference. Moved by Tere Mullin, seconded by Alexandra Peace.

Action

Alex to get wording for ad for Conference 2023 and Society logo and send to Ann Kingdom.

Discussion Points

None

Vote

Responses were received from Barbara Cuerden, Ronnie Seagren, Jolanta Komornicka, Vicki Gregory, Margaret de Boer, Christine Dudgeon, Matthew MacLellan, Julia White, and JoAnne Burek.

Carried

Report from Survey Committee (Chair: Wendy Savage)

A report on how indexing societies address indexing rates on their public-facing pages has been compiled.

The Survey Committee report for the 2021-2022 ISC-SCI Annual Report stated that a policies and procedures document was being worked on. The current status of this document is not known the committee chair at this stage. The Annual Report stated that a Brief Survey should be sent out in 2022. As a first-timer, the chair will need some assistance on this.

Update: I discussed the policy document with Lisa, and while it's not complete yet, I have enough information to continue. I don't foresee any problems getting the Brief Survey out this Fall, and Lisa will be available if I feel I need help.

Question for the Executive committee: Is there a specific date by which the results of the survey are needed?
This report is for discussion.

ISC/SCI Communications Report (Judith Clark)

General

- Publicized change in co-president (Bulletin, membership, web administrator, distribution list as appropriate, and social media) [August 25, 2022]

Ewart-Daveluy Award

- No award was given, and the committee did not wish to issue a public statement beyond the website notification.
- See discussion below.

Student Letter

- Requested update to student letter for new co-president. [August 28, 2022]
- See discussion below.

Tamarack Award

- Sent out French and English press releases for 2022 winner. Sent editors.ca contact short pieces for the editors.ca newsletters (Fr/En). Sent blurbs for posting on social media. [June 14, 2022]

Tide Bursary

- Sent out announcements for the 2022 call for applications to distribution list, requested social media posts, and sent information to editors.ca contact for the newsletter (Fr/En). [July 1, 2022]
- Requested update on social media to announce extended deadline. [September 12, 2022]

Discussion items

Non-award statement discussion: I recommend that the Executive Committee create a concise, professional-sounding non-award statement that can be used in announcements and on Indexers.ca to ensure organization transparency.

- The statement would be used in non-award years for any competition sponsored by ISC/SCI that charges a fee to participate (currently just Ewart-Daveluy).
- An announcement with the statement would be sent as a courtesy to those organizations that received the call for submissions.
- That statement should be part of procedures for the E-D committee and Communications.
- The statement should be translated.
- I also suggest the Executive consider standardizing how ISC/SCI presents past E-D non-award years on Indexers.ca. The non-award information for 2019 and 2022 differs significantly: <https://indexers.ca/isc-awards/ewart-daveluy-indexing-award/>

Student letter discussion: I recommend that the student letter be positioned as a public-facing document on the ISC/SCI website for maximum findability.

- Process now: Communications Director emails a link to the student page to indexing instructors. (The Berkeley Indexing Course has included the link in course materials and does not receive the email.) Other instructors were asked to place the link in their materials; however, I corresponded with a new instructor last year who had not received it from her predecessor. She had been searching the ISC/SCI website looking for anything that would help her students.
- Courses are run at different times of year; new instructors can start at any time. Instructors and students would benefit from having materials for students clearly identifiable on the ISC/SCI website.
- Note: The Communications Director will continue to request updates to the letter as required, such as when a president or co-president changes.
- View hidden document at: <https://indexers.ca/for-indexing-students/>

Reports, New Business

Lending Library Proposal (Margaret de Boer and Carlisle Froese) 2022 09 17

Note: This report (a work in progress) requires discussion. We have included a book list in a separate document.

Over the past months we met to discuss a book lending program proposal. We are working with the documentation received from ANZSI which currently operates a book lending program. We appreciate their willingness to share it!

The documentation we are working on include a policy statement, duties and procedures, website and newsletter marketing materials, and a contents list of the library collection.

We also researched what the shipping estimates might be.

Shipping estimates were made using Nancy Mulvany's book (9 1/4" x 6 1/4" x 1" size) and Greg Younging's book (7 1/2" x 5 1/2" x 1/2" size). Cost estimates were obtained by using postal codes representative of Canada.

Canada Post:

The Mulvany book with tracking:

\$14 - \$22 before taxes to mail to the lender. The equivalent cost to have it mailed back to the lending library doubles the cost as the lender would receive a postage paid envelope for returning the book.

The Younging book with tracking is the same cost as the Mulvany book, however it can be also mailed anywhere in Canada without tracking for \$5 one way as lettermail because of its thinness. Again, including return postage the cost doubles to \$10.

The costs to mail to the US is more costly: \$26 with tracking one way. The return US postage return cost is unknown and would involve reimbursement to the US indexer.

We suggest that this program operate only for Canadian addresses.

With a Canada Post Small Business Account: *You will save up to 5 per cent on your domestic shipping labels at the post office. When you ship online, you will save a particular percentage based on your Solutions for Small Business savings level. Online savings range from 9 to 34 per cent on domestic shipments*

FedEx, UPS, and Purolator estimates:

V6G 1H4 Vancouver- fedex56.92

S4S 0B1 Regina- ups 56.95, fedex 58.30

M4K 3L3 Toronto- ups- 41.98, fedex 52.20

K9J 0C5 Peterborough- puro; 44.20 fedex48.90

H4V 2B9 Montreal puro 46.85, fedex 47.20

E1C 5R4 Moncton puro : 44.50- fedex46.80

US zip code: 98127 (Seattle)- fedex;78.60

Fed Ex offers savings for small business: *Save up to 45%* off shipping for six months when you open a new account.*

Shipping supplies estimate: \$15 for 12 cushioned mailing envelopes/\$35 for 120 mailing labels

Cost comparison of book purchase vs lending:

The cost to purchase and ship to a Toronto address:

- Mulvany \$53US (University of Chicago) (awaiting response on shipping cost)

Amazon: [7 Used](#) from [\\$42.798 New](#) from [\\$69.06](#) \$6CDN delivery or free with Prime (\$10 per month) after 30 day free trial.

Kindle version \$65.61.

- Younging \$19 (Amazon or Indigo)

Discussion points:

We felt that the shipping costs were high so we decided to bring it to the executive for discussion and ideas. Some initial ideas:

- lend books only to mentees and mentors in the mentorship program. Limit of 2 books and return after 6 months.

- members enter draws periodically through the year (skill-testing question?) and recipients choose from a suggested short list of books. ISC/SCI purchases and ships either the hard cover or digital book to them.

- your idea here: _____.

The aim of this program is to get indexing resources into the hands of members, especially those new to this craft. Knowledgeable indexers will create professional indexes and that's good news for the indexer, for the book, for the author, for the publisher, but ultimately for the reader.