

ISC/SCI Executive Meeting Agenda

Saturday, April 17, 2020, 1 p.m. EDT

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

In attendance: Alexandra Peace, JoAnne Burek, Julia White, Vicki Gregory, François Trahan, Judith Clarke, Lisa Fedorak, Margaret de Boer, Ronnie Seagren, Carlisle Froese, and Stephen Ullstrom.

Welcome provided by the president and called the meeting to order at 1:15 pm April 17, 2021.

2. Approval of Agenda

Lisa requested to add a motion to the agenda for the executive to approve the release of the survey. Alex seconded. All in favour. Carried. Discussion of the rates survey and its release was added to the agenda ahead of the budget discussion, as it was assumed that more time would be needed for this discussion.

3. Items for Discussion

a) Rates Survey, 2021

Motion

Lisa moved that the ISC/SCI Rates Survey of 2021 as last seen by executive be accepted and sent to the members. Ronnie seconded. Alex thanked Lisa for all the work that went into this survey and the set-up for future surveys. All in favour. Carried. Lisa asked Julia to send it out this weekend, April 17–18. Julia said that this would be possible.

b) Budget

JoAnne shared screen so that the executive committee could go through the budget item by item for discussion.

In discussion of *The Bulletin* costs, it was noted that the cost of printing could change in the future if the relationship with the printer changes. The pricing now is based on what Alex's printer will give her. There are currently 14 copies of *The Bulletin* printed, but this will be changing to 12 (one less for archives and one less on the mailing list).

The regional representative budget was raised to \$50, based on the suggestion from Lisa. This suggestion originally came based on the possibility of in-person meetings again. The regional reps

expect that this number should be fine as in-person meetings will not be happening for an extended period of time but when they do, spaces will need to be rented, supplies bought, etc.

The survey budget was agreed to at \$100 as there are two surveys going out this year. There was a note made that this number should be revalidated in future years, depending on size and number of surveys going out that year. JoAnne mentioned that, down the road, it could be fine to come up with a budget early for future years as this would save from missing a cost.

In budget review, it came up that QuickBooks is doubling their monthly fee with no change or improvement to the services that they offered. JoAnne had worked with their customer service to reduce the services the ISC/SCI does not use to keep the cost the same; they did not offer any help. JoAnne said that she has been working to find a new accounting software, open source. The executive committee thought that this was a good idea. JoAnne said that she found one service called GNUCash that she really liked; it has no cost, open-source use and covers all the services that the ISC/SCI needs and uses.

Motion

Alex moved that JoAnne transfer the ISC/SCI financial information into GNUCash and use this service from now on. Lisa seconded this motion. Discussion ensued. Alex wanted to know if JoAnne could see if GNUCash is scraping data. JoAnne answered that the service is not in the cloud. It just sits on the computer. The vote was taken. All in favour. Carried. The budget for financial services was changed to \$0 in reaction to this motion carrying.

JoAnne said that hosting costs have gone up because of the plugin for French. Renewal will not be \$100 (lower) but there is no number yet so JoAnne wanted to make enough available. Alex requested that, if it needs to be switched, the server be Canadian. JoAnne asked if anyone had been experiencing issues with the website as there have been different issues on the back end. No one had.

Discussion of Diversity Bursary for 2021–2022

The TIDE committee has asked for a third bursary. The executive committee concluded that this is something that should be discussed and voted on.

The executive committee discussed funding a diversity bursary for 2021–2022 with the following questions and concerns:

- This bursary is starting to be known now and expanding.
- There are still challenges to starting an indexing career, even with the bursary as it does not cover the cost and investment needed to make a successful career of indexing, and the independent factor of freelance work means that there is a limit to the way that indexers can influence each other's work.

- Should the Society be taking an assessment of memberships that come from having the bursary to measure the success and impact of any bursaries awarded. Information could deepen the ISC/SCI's understanding of the TIDE bursary. If the ISC/SCI can identify gaps within publishing (as efforts are unfortunately dropped as media discussion is dropped) over the next few years, then it can work to use its funds/energy to address them.
- People have been saying that mentorship is lacking from a lot of diversity initiatives, so the ISC/SCI made an effort to include some aspects of mentorship in the TIDE bursary.
- Providing bursaries is a long-term effort, not a short-term initiative. There are outside factors that effect whether or not people can go forward with an opportunity provided.
- Ideally, this is something that should continue so that it can be assessed for its impact. Has there been any follow up on the runners up, to see the difference made by the program? This would provide more information for the ISC/SCI executive to be making these kind of decisions as they need to be made instead of a discussion coming up only when the budget is reviewed.
- A question asking if the respondent identifies as a member of a visible minority or LGBT2SQIA community could be added to the survey before it goes out, if that is something that the executive committee needed to be tracked.
- The idea of an assessment could be a positive thing and an update for the membership would be good too. Another industry had the same effort to expand diversity and representation happen about a decade ago. This effort needed to start with young people and did suffer attrition as people faced difficulties being the only person in a space. However, extended efforts did see numbers grow and spaces open.
- How has it worked for the winners? The runners up? What has happened with their career? If there hasn't been a positive impact, the question needs to be asked as to what should be changed to create positive impact? This could be compared to retention rate for the Ryerson course and the Berkeley course.
- There could be a lot of pressure on winners as representatives – what if someone decides that it is not the career that works for them?
- Suggested that the TIDE bursary does get given out this year; this could work to alleviate that pressure that JoAnne mentioned on the previous winners.

- It was suggested that this year, survey be put out for self identification; this provides a base of information as to where the ISC/SCI is right now and where spaces need to be opened up. The results can be communicated to the membership so they can understand the work that is being done.
- Continuing forward one more year with the TIDE bursary keeps the momentum going and would provide data for proper and thorough examination.
- It is important to have a program like this that is ongoing. The ISC/SCI wants to continue to encouraging people of colour and members of the LGBT2SQIA community to join the indexing community.
- Doing the TIDE bursaries at the same time might be too much for the society to take on and suggested that TIDE focus on one.
- It would be worth running it again and then getting more data. It is important to ask the participants what they got out of it – even if someone does not go forward to become a professional, it is not a tragedy.
- Why not ask the committee to ask two people from the applications that they have right now to get more data? This could work instead of running the whole process again. This would meet the goal of being able to look back and assess it.
- What is the discrepancy between the budget for last year and the actuals spent?
- JoAnne answered that this was because there was a misunderstanding as to what TIDE was asking for last year. The winner also took a cheaper course. Also, the value of the bursary is a certain amount, but this is not what it actually costs the ISC/SCI (value of mentorship, for example).
- It sounds like it takes about two years for someone to make it through all the benefits of the bursary (course and mentorship). This would be the amount of time it would take for the ISC/SCI to have any data, beyond follow ups. This presents a difficulty for budgeting on a year-by-year basis.
- There was a smaller number of applicants this year, so the committee may not want to choose another person.
- It would be good to hear about the winners and runners-up from the year before. The TIDE group has been meeting with runners up and winners to hear about their experience and what they are doing, but the executive committee doesn't know.
- JoAnne clarified a question about the TIDE budget for last year. JoAnne said that there was approval given for two bursaries last year but only one was awarded

because of covid and the money does not carry over. JoAnne showed the \$525 already awarded. The \$1,250 was committed to a winner April 1, 2021.

- suggested that executive committee decision stick to just the budget number, not timing or process.
- suggested that the first question to be answered is yes or no – if the executive committee does not want to provide the money for another bursary, then the rest is a moot point.
- asked what is it that would let the ISC/SCI have a valid evaluation of this program?

Motion

Ronnie moved to accept the recommendation of the TIDE committee to award a diversity bursary to a third person, but with possible future considerations. Lisa seconded.

Request for clarification: the current vote is to decide if there would be a third bursary or not, the rest would be decided after.

Seven people voted in favour. One voted against. One abstained. Motion passed.

Various possibilities exist for the conditions:

- Option 1: Chose a second candidate from the group of applications that just came in.
- Option 2: TIDE open another competition, but the money has to come out this year (chosen by November 1, 2021, for example) to make sure that it comes out of this year's budget).
- Option 3: Leave it up to TIDE, the money is there and they can pick someone from this year or add a new competition.

Alex will start a document in the May 8th meeting folder; the executive committee can add to it. These conditions can get finalised at the May 8th meeting. Alex said that Ronnie could tell the committee that exec conditionally accepted their recommendation, but they can't go ahead with anything yet because it needs to be discussed at the May 8th meeting.

Further Discussion of Budget Line Items

JoAnne asked if the mailing outreach to publishers would be done annually. Alex said that the idea was to do it annually, but that this year it had been delayed by covid. Originally, \$100 was spent on outreach, and Alex spent some as well but it was folded into printing. JoAnne folded publishing outreach into printing and mailing (the whole cost was getting things printed and stamps anyway).

Emeritus certification still has costs (printing etc.). JoAnne asked if this would be called awards? Alex said yes. It was folded into that section, under an emeritus subheading. Margaret suggested that the emeritus budget be \$50 to deal with any backlog but acknowledged that it would be going down next year.

Returning to the mailed publisher outreach, François asked if one year the ISC/SCI should do its outreach to the Francophone publishers of Canada? He also asked would this have to be decided now to add more, or is there enough money that it could be covered if this was pursued? The executive committee agreed to add money to promotions and translation to have the letter to publishers translated so it can then be sent to francophone publishers. The letter is not changed every year, so it could be consistently used after translation, Judith said.

New committee was formed of Margaret, JoAnne, and Lisa to develop a policy for determining conference fees (and possibly to talk about surplus – asked to bring report to the September meeting).

Alex said that membership fees went up two years ago by 10%. This was because every year there was a deficit. There is still a deficit in the budget but this does not often appear in the actuals. Lisa said that the conference budget should appear in the overall budget to help deal with this. Alex wanted to add this just to say that the ISC/SCI does not run a deficit. JoAnne added that membership going up covers a lot of the fixed costs. There are no travel expenses right now, as well, which helps. JoAnne said that the society is projected to bring in a profit this year, so it is not entirely a deficit budget. Ronnie added that this is without the conference numbers and that the society knows for sure that there will not be a loss.

Motion

JoAnne moved that the executive adopt this budget for presentation at the 2021 ISC/SCI AGM and adoption for the 2021/2022 fiscal year. Seconded by Margaret. All in favour. Carried.

Discussion on Taking the Budget to the Membership

Members vote on the financial statements at the AGM – this is for information. François asked, if the membership votes on the financial statement, how is that different from voting on the budget? Lisa answered that this prevents issues that come from members not knowing the backend of things. Financial statements allow them to see the official statements as to how the organization is doing. JoAnne added that, in theory, they could ask for an audit. François asked if the ISC/SCI had been asking the membership to vote on the budget and ask questions, or has it been just doing it that way because no one ever said vote on the financial statements instead? Lisa answered that because the ISC/SCI is not a registered non-profit, there are not specific rules that it has to follow; early days saw a small membership that did understand all the ins and outs. As it has expanded, no one made a change to the process. François asked if it had previously been policy to allow the members to weigh in on the budget? He wanted to make sure that the decision to change it was properly thought out

instead of changing of something that was there for a good reason. Alex said that she would ask Heather. Margaret suggested that someone check in the constitution for financial process as well. François asked if members could still question the budget. Alex said that they could but not at the AGM itself. Lisa said that yes, they could question it at the AGM when it was voted on. JoAnne suggested asking for questions or challenges beforehand, as membership has the financial information 30 days ahead of time. Alex checked the constitution: “an annual profit loss statement and balance sheet will be made available to members.” This will be decided May 8th, after Alex has the chance to check in with Heather. Judith added that auditing could involve members.

c) Post-AGM Handover List

Alex brought up the post AGM handover list – it is in the For Review folder for the executive committee. Alex asked people to make comments, especially those that are named in the document. Everyone should double check that it makes sense and confirm with a note that each section is ok.

4. Next Meeting

May 8, 2021, 2 pm (Toronto), after the monthly video chat

5. Adjournment

Alex offered thanks to the executive for all their hard work. Adjourned at 3:35pm.