

ISC/SCI Executive Meeting Minutes

Saturday, November 20, 2021, 1 p.m. EDT

1. Welcome (Alexandra Peace and Jason Begy) and Roll Call (recording secretary JoAnne Burek)

In Attendance: Alexandra Peace, Liese Achtzehner, Vicki Gregory, Margaret de Boer, Tere Mullin, JoAnne Burek, Jason Begy, Judith Clark, Lisa Fedorak, Ronnie Seagren, Julia White (Regrets: none)

Reminder to use "ISC/SCI" for anything written and to put a copy of reports in own folder (ease for annual general report).

Called to meeting at 1:06 EST.

2. Approval of Agenda

Motion to approve agenda with amendments, from Ronnie, seconded by Lisa. All in favour. Carried. Agenda approved.

3. Approval of Minutes: September 25, 2021, Executive Meeting

Motion to approve minutes from Tere. Seconded by Liese. Discussion brought up two changes and the minutes were amended. All in favour. Carried.

4. Consent Agenda: Motion to accept the consent agenda brought by Tere. Liese seconded. All in favour. Carried.

Regional Updates:

- a) Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)
- b) Eastern Canada | Est du Canada (Tere Mullin)

Committee Reports:

- c) Awards (for Judy Dunlop)
- d) Communications (Judith Clark)
- e) Conference 2021 (Lisa Fedorak)
- f) International Liaison (Margaret de Boer)
- g) Membership (Julia White)
- h) Mary Newberry Mentorship Program (Tere Mullin)
- i) President's Report (Alexandra Peace and Jason Begy)
- j) Web Administration (JoAnne Burek)

We were reminded that when we want to bring forward a topic for discussion that is incidental to our regional or committee activities, we should consider putting it into a separate report with a heading that describes the topic.

5. Items for Discussion

- a) Conference 2022 (Lisa Fedorak)

The conference date of May 12-13 was discussed. Alex noted that the ASI conference is on April 29 and why did we choose a date that was just two weeks after. Lisa pointed out that we were going by tradition (our conferences has always been in May although a conference in Newfoundland will be an exception). We also aimed for a date that did not conflict with the Editors Canada conference. Moving the conference to the fall would present other problems plus a conflict with SI. It was agreed that the chosen date was of May 12-13

The "early bird" fee mentioned in the report and used in the budget will be changed to \$100 from \$80, as \$100 is consistent with our new conference fee policy.

Margaret asked whether we could add Paula Clark Bains as a speaker since she did so well presenting with Duncan Dennis at the SI conference. Lisa was concerned that would amount too much repetition and similarity to an already-presented conference. It was mentioned that Paula is also very good at social media, so that might be a topic we could ask her for if we need to fill a slot.

b) Finances (JoAnne Burek)

i. Dropbox subscription

The issue is about whether to continue paying for upgraded Dropbox for at least 10 months (the breakeven on annual payment vs. month-to-month), or can we reduce our storage requirements before then.

Marco De Petrillo was going to look at our storage organization but he no longer has the time. It was generally agreed that we can't let our stored content grow and grow, even if the cost of storage is relatively low. One reason is that the executive members should be able to replicate the Board folder, along with any committee folders, without exceeding their personal free Dropbox limit. That means optimizing the content in the Board folder so that there is not too much that does not need to be in there on a day-to-day basis.

One approach is to continue what JoAnne started about six months ago with the creation of a separate Dropbox account owned by archives@indexers.ca. A whole folder called "Archives" was moved out from the Board folder into this account and everyone has access to it.

Alex and Jason reported that they are already going through the Co-presidents folder to weed out what is unnecessary.

JoAnne will produce and distribute a list of all the folders in our Dropbox account so that we can get a better handle on our storage use.

Moved (JoAnne/Tere) that we purchase the upgraded Dropbox for another year and in the mean time we will work through the storage cleanup and organizations. **Carried.**

Judith suggested that we might engage an intern or student to help us with records management. As Christine Jacobs teaches in this area, Alex will contact her for suggestions.

JoAnne mentioned that the original images used in the *Bulletin* take a large amount of space. Perhaps they could be deleted after the *Bulletin* is published. Then if you want to reuse an image from the *Bulletin*, you would have to launch InDesign. However we only have access to a few months in a year. Flickr is not an alternative as the photos there are public and we are bumping up against our limit for free photos now.

Jason described the problem of continuing to buy storage without addressing our use of it as "kicking the can down the road." It was decided that after Alex and Jason have finished addressing the Co-presidents folder, that JoAnne, Judith, and Liese will join them to address the bigger problem of our overall storage use and organization.

ii. Reporting Finances

Lisa asked that our financial reports include a balance sheet with all components of the equation: assets = liabilities + equity. JoAnne agreed to add it to the interim reports.

JoAnne will also remove the mention of Q1, Q2, etc. in the column headings of the Income & Expense report, as it is confusing and not entirely accurate.

c) Survey Committee (Lisa Fedorak)

Lisa raised the issue of presenting the rate survey results to the members. A webinar was suggested. Ronnie suggested that we do something to add interpretation because the charts without comments is not helpful. Tere, Judith, Liese, and Margaret will review the survey to see what is notable and what information they would like to see extracted from the survey. A committee - Lisa (lead), Julia and Wendy Savage was formed to compile the results into interpretive paragraphs supported by data, rather than just the findings alone. The final presentation will have interpretive paragraphs supported by data, rather than just the findings alone.

d) Communications (Alexandra Peace)

It was agreed that our established communications policy continues to be sound and reasonable and we support it.

The timeliness of translations of communications is currently an issue. We agreed that the posting of certain kinds of communications do not have to be delayed while we wait for both French and English to be available. We should be able to publish announcements as soon as they are available and should not always have to wait for the French version to arrive. There can be exceptions, depending on the type of announcement.

Jason suggested we also look at having more people to draw on for obtaining translation. Alex pointed out the translation is not the bottleneck, just the coordination. It was suggested that some aspects of the coordination can be split up, like sending work to the translator vs. proofreading the translation. Alex will talk to François for ideas.

e) Study groups (was Zoom)

Now that we have considerable experience with Zoom, we support the idea of making our Zoom account available for members to set up study groups. In fact, this has already started. It was decided that there should be rules and a process. For instance, if only an executive committee can set up a meeting, then someone from the executive would have to open the meeting unless the meeting is set up that it starts as soon as the first person joins. We agreed we would be okay with this.

JoAnne also proposed that the groups that meet on Zoom, or on any platform, should be made public for the benefit of all the membership, i.e., posted in the members section of the website. Alex asked that we also announce this in the next *Bulletin*.

JoAnne has been forming some ideas on rules and process on setting up meetings and publicizing them on the website. She will set up a meeting with Alex and Vicki to discuss, and will write the article for the *Bulletin*.

f) Outreach (Ronnie Seagren for Siusan Moffat)

See report. Ronnie mentioned that the previous winner Nicole Riguidel has completed her training and is ready to start indexing. If we come across an index that would be great for a beginner, we should think about offering it to Nicole.

g) List moderation

A member asked that the ISC-L list have some kind of moderation. It was decided that instead of having a moderator, Alex and Judith will find some community guidelines we can adopt, and Julia will post them on ISC-L once a month.

Magpie Kudos: Vicki was asked to put a reminder about Magpie Kudos in the *Bulletin*.

6. Action Items

a) Congress of the Humanities Ad

Moved (JoAnne/Lisa) that JoAnne place another ad (with terms similar to 2021) on the website for the 2022 Congress of the Humanities, when the ad details become available.
Carried.

7. New Business

a) Usability Study (Jason Begy)

Jason described the work he has been doing on laying the groundwork for a usability study on indexing. The study would engage students, which means matching grants may be available.

To be addressed is the funding component (with grants) and the research question component. Jason would do the literature review. Alex asked that everyone prepare 3-4 possible research questions before the next meeting. Jason added that if we know of any literature on usability that we bring it too, since research questions often come from the literature.

Ronnie mentioned a discussion she had with an expert who hinted that when it comes to search, “indexers miss the boat.” Ronnie will pursue that further.

b) Publisher education (was BC Regional Report)

In the recent BC Regional Meeting, the Executive Director of the Association of BC Book Publishers and former editor, who was a guest, noted that she knew very little about indexing. Lisa thought that we could do something to educate publishers on indexing.

It was suggested that the BPC (Book and Periodical Council) could be the avenue to approaching publishers, but most of the members are associations, not publishers.

Alex pointed out that Stephen Ullstrom and Emily LaGrande have both been giving presentations on indexing. Margaret suggested that Kate Edwards (Canadian Association of Publishers), should be approached as well.

It was generally agreed that developing an education plan for publishers is something we should pursue and we should bring our ideas to the next meeting.

8. Next Meetings

January 15, at 1pm EST

March 12 (Budget Meeting), at 2:30 pm EST (half hour after the national video chat)

9. Adjournment – Meeting adjourned with thanks from Alex at 3:15pm EST



Reports