



## **Indexing Society of Canada / Société canadienne d'indexation**

# **Annual General Meeting Minutes**

**Saturday, June 19, 2021, online, 12 noon,  
EDT**

### **1. Call to Order and Welcome**

Alex included a welcome for participation, encouraging everyone to use the chat box or chime in as it comes up. Ronnie reminded everyone that the link for the agenda was available in the chat.

Alex gave a land acknowledgement, joining the AGM from the traditional territories of the Mi'kmaw peoples, and also acknowledged that, since the meeting was taking place digitally, members and guests were joining from many different territories and acknowledged the traditional owners and caretakers of those lands.

In attendance: Alexandra Peace, Elena Gwynne, Judy Dunlop, JoAnne Burek, Christine Dudgeon, Patricia Richards, Janet Perlman, Barbara Cuerden, Jessica MacLeod, Patti Philips, Boyd Holmes, Judith Clark, Judi Gibbs, Matthew MacLellan, Liese Achtzehner, Audrey McClellan, Heather Ebbs (guest), Margaret de Boer, Tere Mullin, Lisa Fedorak, Jason Begy, Carlisle Froese, Mary Newberry, Julia White, Vicki Gregory, Angela Wingfield, Maureen MacGlashan, Wendy Savage, François Trahan, Stephen Ullstrom and Ronnie Seagren.

### **2. Approval of Agenda**

Motion to approve the agenda (by poll). Carried.

### **3. Approval of DRAFT AGM 2020 Minutes**

Motion to approve the AGM 2020 Minutes (by poll). Carried.

#### **4. Call for Other Business**

Alex asked if there was any other business that needed to be brought to the AGM. No one presented anything.

#### **5. Annual Report and Financial Statements**

Motion to approve the annual report (by poll). Carried.

Motion to approve the financial statements (by poll).

Judi Gibbs asked if the ISC/SCI had made money on the 2021 annual conference. Alex answered that there has not been time to see a final report from the conference committee yet but that she believed that there may have been money made this year.

Carried.

The budget was then shared for attendees to review. Alex invited JoAnne to discuss the budget details. JoAnne showed which parts were based on formula and where the differences in this budget are as compared to other years (limited travel etc.).

Judi Gibbs asked about the parentheses around the \$3,334, which indicate loss. JoAnne said that yes, this did indicate a loss but that the ISC/SCI was drawing up, so there was overall not a loss. Judi asked if most of this was for the TIDE expenditure, JoAnne said yes. Alex added that it included the congress for the humanities ad.

#### **6. Announcements, and Accomplishments**

- a) Conference 2021, Lisa Fedorak

Based on the membership survey, which said that people attended the conference to learn but also to network, the conference committee worked hard to make sure that networking would still be a large part of the digital conference. They used speed networking seen at other digital conferences and trivia.

Fireside chats were introduced for new indexers, presented by Margaret de Boer and Stephen Ullstrom.

In the end, there were 105 or 106 registrants from all over the world for the 2021 ISC/SCI conference. Not everyone watched live, but they have begun to watch recorded sessions. A large percentage of conference attendees were attending for the first time.

The committee sent out a post-conference evaluation, and just over half of the people contacted responded.

The committee was conscious not to ask people to sit for too long which is why the conference was structured to be three days instead of two and incorporated a lot of breaks.

The informal chats were a big success – one post-day session was four hours, which Lisa commented was the online version of last call.

There was a profit made on the conference, but not a huge one. The extra money allowed the conference committee to hire a technical director, which was very successful.

Lee Stickles managed the recordings and the break out rooms and was paid for his services.

Alex thanked Lisa for her discussion and thanked the entire committee for their hard work and a successful conference.

b) Ebook Locator Task Force, Ronnie Seagren –

Ronnie let attendees know that her business was related to the indexing standards discussion at the 2021 ISC/SCI conference. She explained that the locators task force looks at embedded indexing. It is a W3 initiative, so there are people who work on other web standards.

Mary Coe is contributing her research as to how people use ebooks. Some of the questions that they are looking at are: Is the embedded index linked? How is it linked? The ASI has done a lot of work in this in 2012. From this work, they developed a standard but it was never adopted.

The challenge of the locators taskforce is to create a standard that is universally adopted so that there is consistency for users in the indexes they find in ebooks. The taskforce is looking at: linking index to direct part of book; link to a range (where does that begin and end? What does that mean in an ebook?); what if a publisher does not create a page list (where does each page start and end?) will an algorithm generate one on the fly?; what can be done about differences in versions of texts?; use cases; There were further use cases that needed to be solved but it was decided by the group that they did not fall under the goals of this taskforce. Another question is where is this going to be implemented? Through the author? In the indexing? Through ingestion by publisher? Or is it in the reading system itself?

The taskforce is hoping for support across all reading systems, including the web. One of the things to work out is what do you call the thing that you are linking to? Locator? Page? Arbitrary link? Position? Judi Gibbs suggested “target” in the chat box.

After their inquiries, the taskforce will be writing a paper that will then spawn discussion and out of that discussion, the taskforce hopes to be able to get to the point where they are able to create a standard. It needs to be addressed across the industry.

Ronnie will be putting out a report when the paper is out so that the ISC/SCI indexers are aware and can review it.

Alex thanked Ronnie for her presentation.

c) International Committee of Representatives of Indexing Societies (ICRIS), François Trahan

François reminded everyone that the international representative role included keeping in touch with eight other representatives of indexing societies from around the world. The representatives (ICRIS) meet once every three years. The last meeting was due to be in October of 2020, which was postponed and is now supposed to take place in October of 2021. Any updates on this situation will appear in *The Indexer*.

In between the tri-annual meetings, there are informal meetings at other in-person conferences. This practice was interrupted by covid as well. François informed attendees that Alex had instead suggested informal digital meetings, despite the time differences, starting in April of 2021. This was happily accepted by the other representatives and the ISC/SCI started hosting them online.

At the first meeting, there were people from eight of the groups in attendance. Everyone was quite happy to see each other and chat. François mentioned that it was a rare thing to actually have everyone there so that was a positive thing to come from hosting digitally. The representatives covered a good number of topics. The minutes are posted on the ICRIS website ([theindexer.org](http://theindexer.org)).

At the end of the first digital meeting, it was decided that these online meetings would happen every six months at least twice more. The next one will be in September.

François said that members are welcome to email him or Margaret with any questions about the meetings, minutes or ICRIS. François thanked Alex for putting this idea forward.

Alex thanked François for presenting about ICRIS.

d) National video chats, Jason Begy

The national video chats started last year during the pandemic, initially as a way to give everyone a way to reach out and stay in touch, but that they had actually been in discussion well beforehand. The initial idea was based on the challenges of Canadian geography. The expanse of the country means that regional meetings cover a lot of territory so everyone cannot always attend.

The challenge of the pandemic then pushed everything into motion. Jason reported that the national chats had been successful so far but added that a few new changes were coming. Going forward, national chats will be switched to an alternating schedule with the regional chats so that one month will be national, the next regional, and so on. Part of this is that it was a lot of work for the regional representatives to run the national chats on top of everything that they do to keep the regional chats engaging.

The next change will be to steer the discussion at national chats from new indexer topics. There is an ad hoc committee that has been put together to provide good resources from new indexers. This will provide the help that the ISC/SCI would like to for new indexers but also maintain the value of the national chats for everyone. Alex thanked Jason and invited anyone that wanted to be on the committee to gather these resources, to email her.

There was a suggestion from the chatbox that speakers be added to the national chats (suggested by Judi Gibbs and Barbara Cuerdon). Ronnie answered that there are often speakers at regional chats.

e) Survey Committee, Lisa Fedorak

Lisa shared her screen so that attendees could review the survey results throughout her discussion. Half of the ISC/SCI membership responded to the survey, which is a good response. The average time to respond was 19 minutes.

The results of the survey showed a reverse bell curve, lots of new member and indexers with a lot of experience, not a lot with just a few years of work under their belts. This could be due to member or industry attrition but the ISC/SCI does not have information from previous years. The survey committee has recommended that this information be tracked.

The survey showed that people were not losing a lot of work due to covid as books were already so far down the line in production.

The survey asked what the ISC/SCI could do for meetings, people asked for contact – which reflects what Jason said about the national chat.

From the results, Lisa said that it looks like most indexers are self taught, which runs counter to the idea that the ISC/SCI presents, which is that the best indexer is a trained indexer – does this recommendation actually reflect what is present in the membership? However, Lisa added that the respondents had the option to pick more than one thing so they may also have formal training but consider some of their skills coming from being self taught. The survey committee recommended that this be tracked as well.

The technology question saw that most people are using Word, but the answer did not include how they use it. The survey committee would be making sure that is included, along with the option for a pdf program.

There was a challenge with the survey company switch limited the ability to track how people defined being a “new” indexer because of limited options.

The survey asked what types of work that that members index based on the categories from the website. Scholarly book, biographies, trade were the top ones, which was not a surprise.

There were some issues that came up around the question about who people’s main clients are. Lisa said that in hindsight, the editor part is not as clear – freelance or working with the press editor very closely.

The members that responded to the survey said that their ISC/SCI membership is important to them for professionalism, networking, and learning. The paid listing and The Indexer were popular reasons for keeping the membership as well. The majority of listing holders have received one inquiry a year – but these only represent those that use the ISC/SCI listing emailing system. Clients could also be finding the information through the listing then reaching out in another way.

Lisa reported that lots of the respondents volunteer with the society. There were survey questions about the conference to find out why people don't attend (as there is not way to reach out to them from the conference).

Finally, the survey committee is recommending an annual survey schedule, as follows: an annual survey which alternates on a schedule (short, brief, short, brief, long). This will allow for tracking things like new member attrition and provides a different opportunity for people to speak out. Lisa let everyone know that the survey results are available in the membership section of the website.

Alex thanked Lisa for her presentation and the work that the survey committee had done.

f) TIDE Jess Klassen-Wright

The outreach committee as a whole includes TIDE, the publishers outreach group, technology and skills group, and users and usability group. The outreach committee is hoping for volunteers. TIDE has had a few big successes this year. In 2020, the first recipient for the diversity in publishing award was chosen and three runners up received six-month trial memberships. In 2020, TIDE hosted a webinar by Paula Butler about equity, diversity, and representation in indexing. This webinar went very smoothly and had thirty-five participants. In 2021, the second TIDE bursary was awarded two runners up received six-month trials. Part of the work that TIDE does in order to do outreach for the bursary is to send out messages and post online. This was done with seventy different organizations, some of which do not know about indexing, publishing or the ISC/SCI in general. These efforts therefore increase outreach for the whole.

TIDE is in regular communication with the winners and runners up of the diversity bursary. This year, Editors Canada created a task force and equity fellowship with three recipients a year. Jess said that ISC/SCI can be proud of the work that it has done as other groups have just started now.

The publishers outreach group is headed by Judith Clarke and sends out letters to publishers to tell them about the society and indexers.

The users and usability group is interested in looking at how readers actually use indexes. They want to do a study. One idea is to do an accessibility study, search tools versus an online index. They are looking for volunteers who could get involved with a study like this or had other ideas. This group has also been involved with Word on the Street. Jess reminded attendees to contact Siusan if they have any other ideas for outreach.

The technology and skills group focuses on new technology and its impact on indexing. Siusan is looking for a volunteer to do liaison between the Society of Technical Communications and the ISC/SCI. If you are part of this group and are interested in volunteering, please contact Siusan.

Alex thanked Jess for her presentation and reminded the attendees that this group needs two volunteers.

g) Volunteer Positions Open, Alexandra Peace

Alex announced to attendees that one third of ISC/SCI members volunteered this year, which she was excited about. Alex shared her screen to show attendees what volunteers are still needed. The society is trying to put together a few volunteers for a social media committee. Alex said that she and Wendy Savage are developing webinar policy and procedures and once that it finished, they will be needing a website co-ordinator and website host. There are also volunteers needed for conference, but the roles are very specific so they will be listed in the *Bulletin*.

## 7. New business

a) Thanks to executive committee members

Moving to new business, Alex introduced Stephen Ullstrom as a member from the past executive committee who is leaving. She thanked him for all of the work that he has done over the years that he has volunteered. Alex said that Stephen joined the executive committee in 2015 as the website administrator and then changed to Prairies and Northern Regional Rep in 2017. He received a Certificate of Recognition in 2017, and the Tamarack Award in 2019. He was the prime initiator of the Mary Newberry Mentorship Program, and Alex said that she will miss his thoughtful opinions greatly on the executive committee.

Alex then brought the attention of the meeting to François Trahan. She let everyone know that François is leaving his position as well. He started volunteering for the ISC/SCI in 2008 and has been volunteering for the society on and off since. Alex said that she tried hard to keep him in a volunteer position because of his hard work and dedication, but he is ready to leave. Alex offered François the thanks of the ISC/SCI.

b) Executive Committee Election (2021–2023)

Alex shared her screen to let the attendees review the slate of nominees for open positions from the executive committee. Alex offered a description of the position of presidents, past president, treasurer, membership secretary, bulletin editor, communications director, web administrator, and regional representatives. Alex then added that the survey committee needs volunteers (missed in previous discussion) and ad hoc volunteers.

Stephen took over calling for nominations from the floor at this point, since Alex was on the roster. Stephen explained the process for everyone. He said that he would ask for nominations from the floor. If this resulted in new nominations, then there would be an election. If it did not, the slate of nominees from the executive committee would be accepted by acclamation. He then gave attendees a moment to review everything.

Stephen called for nominations from the floor, paused and then asked again when there were none. No nominations were put forward. The slate of nominees was accepted by acclamation.

Alex then thanked Stephen, the old executive members and the new executive members. She reviewed regional reps with attendees so that everyone knows who to contact if they need anything, and introduced each, including the new reps. Alex reminded attendees to make sure that they took note of their reps. If they don't know, she reminded them that they could email Julia White and that she would be able to tell them.

c) Appointed Positions

Alex thanked those who were standing in for the appointed positions (Margaret de Boer as international liaison, and Carlisle Froese as recording secretary). These are appointed positions and therefore not included in the vote. They do not vote in committee either.

## **8. Ewart-Daveluy Award Presentation**

Alex moved discussion to the Ewart-Daveluy Award. She introduced Mary Newberry and Judy Dunlop to introduce the award and the winner, Stephen Ullstrom.

Judy Dunlop gave the presentation for this award, which had been given to Stephen this year. The book for which Stephen won was a post mortem collection that was gathered and edited by the widow of the author, meaning that Stephen's challenge was to gather together these fragments and connect them to the themes. The committee said that this was a thorough and thoughtful index. Judy then encouraged everyone to consider submitting an index of their own for this award. She said that you either win or you could be three of the people who get detailed feedback on their index. This year's runners up found it very helpful. The committee is looking for another guest reviewer volunteer for next year.

## **9. Tamarack Award Presentation**

Alex brought the discussion to the Tamarack award, shared her screen, including a picture of the award and past winners. She then acknowledged Ruth Pincoe, who initiated this award. JoAnne started recording at this point because the recipient could not attend. Alex announced that the recipient this year is Siusan Moffat. Alex then read a letter recording the reasons that Siusan had been chosen, her passions and work. This included discussions and thanks from colleagues. Everyone was very excited for Siusan, sent congratulations in the chat box and expressed what a positive presence that she is in the ISC/SCI.

## **10. Certificates of Recognition**

Alex introduced the certificates of recognition, suggested by Gillian Watts in 2014 and awarded ever since. She then shared her screen so that attendees could see the certificate being awarded to Ronnie Seagren. Alex praised all of Ronnie's hard work in her many volunteer positions and as regional representative. Ronnie goes out of her way to look out for the members of her region. Alex offered her thanks on behalf of the ISC/SCI.

Alex then switched her screen to display the certificate for Anna Olivier. Anna has been working as the translation co-ordinator for the ISC/SCI, organizing everything that the society needs to have translated



and often doing the translations herself. Her role makes a huge contribution to the accessibility of the society. Alex thanked her for her dedication to this role and her contributions to the society on behalf of the ISC/SCI.

### **11. Volunteer Thanks (see below for list of names)**

Alex shared her screen to show the list of volunteers and thank them one by one. She said that over one third of the members of the society volunteer with the ISC/SCI. Alex said that this is why the society is able to get so much done. She went through and thanked every single volunteer and asked them to wave at the attendees through the screen. Alex said that everyone is going to be receiving a thank you card in the mail.

Alex then introduced the Magpie Kudos, a member-to-member award that the ISC/SCI is beginning to make available. Alex explained to the attendees that this award was based on a member's suggestion and concern that all of the awards seemed to come from the president. This award allows people to recognize other members directly that they feel have made a huge difference in their experience or within the society.

### **12. Emeritus Memberships**

Alex showed the badge then welcomed Lisa Fedorak and Margaret de Boer to discuss the emeritus memberships. Margaret told the attendees that the executive committee created a committee to introduce membership categories. The emeritus membership was introduced after, to recognise and honour retiring members who have made a huge difference in the society specifically and indexing as a whole. These memberships are awarded by the society and come with all of the discounted benefits, minus *The Indexer*, but the member can upgrade it to include the subscription. It includes the badge for email signature and a letter describing accomplishments.

Heather Ebbs was being honoured at the AGM. Margaret read a portion of the letter that Heather will be receiving listing her numerous contributions, positive attitude, and impact on the people around her. Heather was the 2007–2009 president, 2009–2011 past president, and the 2012–2017 international liaison. She was awarded the Tamarack Award in 2011. Heather also spearheaded the magpie pin and creates the crossword puzzle for the *Bulletin*. Margaret shared comments from colleagues congratulating Heather for this recognition. Heather gave her thanks. Lisa spoke as well about receiving Heather's message that she would be retiring, which put this effort into motion. Alex thanked Margaret and Lisa for putting everything together, and thanked Heather on behalf of the society for everything that she has done.

### **13. Adjournment**

Motion to adjourn (by poll). Passed.

## ISC/SCI List of Volunteers, 2021

Name	Contribution
Ann Kennedy	Word on the Street
Anna Olivier	proofreader, <i>Bulletin</i> translation coordinator conference puzzle
Audrey McClellan	Ewart-Daveluy Award panel mentorship program
Carlisle Froese	archive committee recording secretary
Catherine Plear	Bulletin Editor, until July 2020
Christine Jacobs	archive committee chair Ewart-Daveluy Award panel
Don Howes	Conference 2021, IT research
Emily LeGrand	writer, Bulletin
François Trahan	proofreader and writer, Bulletin international liaison translations committee
Gillian Watts	Copy editor, Writer, <i>Bulletin</i> archive committee Word on the Street
Gale Rhoades	writer, Bulletin
Heather Ebbs	Crosswords, writer <i>Bulletin</i> general advice giver
Jason Begy	Eastern rep emeritus design committee succession committee
Jean August	survey committee
Jess Klassen-Wright	TIDE social media coordinator

Name	Contribution
JoAnne Burek	mentor for mentorship committee treasurer Conference 2021 conflict of interest policy web administrator and developer translations committee
Judi Gibbs	NISO standards committee
Judith Clark	communications director publishers outreach letter
Judy Dunlop	Ewart-Daveluy Award panel, co-chair
Julia White	membership secretary
Kate Mertes	Ewart-Daveluy Award panel
Lisa Fedorak	emeritus policy committee BC rep Conference 2021, chair survey committee
Maggie Billard Cosgrove	conference 2021
Margaret de Boer	past president Book and Periodical Council emeritus policy committee Ewart-Daveluy Award liaison prospective mentor Succession Committee
Martin Gavin	survey committee
Mary Newberry	Ewart-Daveluy Award committee general advisor
Moira Calder	Conference 2021
Nancy Wills	Conference 2021

Name	Contribution
Noeline Bridge	mentorship Ewart-Daveluy Award panel
Paula Butler	TIDE
Ronnie Seagren	central rep Outreach liaison TIDE Writer, Bulletin BPC rep Conference 2021 Word on the Street review of NISO standards epub locator standard group
Sarah McIntosh	TIDE
Sergey Lobachev	Production editor, <i>Bulletin</i>

Name	Contribution
Siusan Moffat	archive committee Outreach (TIDE, Publishers Outreach) writer, Bulletin, Focus On
Stephen Ullstrom	prairies rep mentorship program mentor
Tere Mullin	proofreader for <i>Bulletin</i> and conference program
Vicki Gregory	<i>Bulletin</i> managing editor binder co-creator
Wendy Savage	webinar policy committee writer, Bulletin

