

ISC/SCI Executive Meeting Minutes Amended

Saturday, 5 November 2022, online, 1 p.m. EDT

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

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

Jolanta called the meeting to order at 1:05 Eastern Time.

Alex welcomed Judith Nylvek, who has volunteered to be the BC regional rep.

2. Approval of Agenda

Motion to approve Agenda (Joanne/Vicki). Carried.

3. Approval of Minutes: 17 September 2022 Executive Meeting

Correction to Committee Reports: Regarding item 2--Should say Liese for Audrey (chair of committee). Change on Agenda also.

Where it says Carlisle, we need to find a liaison for mentorship.

New item added for discussion—finding a liaison for Carlisle for mentorship program.

Motion to approve the September 17, 2022 Executive Meeting minutes with amendments (Alex/Liese). Carried.

4. Consent Agenda

Motion to approve the Consent Agenda as items stand (Judith C./Liese). Carried.

a) Regional Updates

- I. Central Canada | Centre du Canada (Jolanta Komornicka)
- II. Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)
- III. British Columbia | Colombie-Britannique (Alexandra Peace for BC rep)
- IV. Eastern Canada | Est du Canada (Barbara Cuerden, no report)

b) Committee Reports

- i. Archives (Alexandra Peace for Christine Jacobs, no report)
- ii. Awards (Liese Achtzehner for Audrey McClellan, no report)
- iii. Book and Periodical Council (Ronnie Seagren, no report)
- iv. Bulletin (Vicki Gregory, no report)
- v. Publishers' Letter (Judith Clark, no report)
- vi. Finances (JoAnne Burek)
- vii. Outreach (Ronnie Seagren for Siusan Doffat, no report)
- viii. International Liaison (Margaret de Boer)
- ix. Membership (Julia White)
- x. Mentorship (Carlisle Froese)
- xi. New Indexer Resources Committee (JoAnne Burek, no report)
- xii. President's Report (Alexandra Peace and Jolanta Komornicka)
- xiii. Web Administration (Christine Dudgeon)
- xiv. Webinars (Matthew MacLellan, no report)
- xv. Community Engaged Research (Jolanta Komornicka)

5. Items for Discussion

a) Conference 2023 (Alexandra Peace)

The conference committee is now regularly meeting about once a month. They are in great shape because of all the past committee's work. Alex has put a budget together, and we have a surplus (approximately \$9000). In theory, we're supposed to break even from conference, but it's hard in practice because of unknowns.

The conference committee would like a recommendation from the executive committee on what to do with the surplus.

Discussion: surplus

- Ideally, as a non-profit, we shouldn't have surplus. Maybe we need to go back to providing some form of member benefit.
- JoAnne reminded us that we break even over time, which is why we only charged \$100 for the virtual conference. In the past, we never charged the real amount for the banquet, because it's expensive.
- Do we just not worry that surplus is so high? Newfoundland is less expensive, but when the conference is in Toronto next time, it will cost more (i.e., meal/banquet).
- Is there something we can spend some of the surplus on as a member benefit (e.g., book to take away)?
- Maybe we could subsidize the banquet, especially if a spouse is attending, and add something to the "swag bag," which is valued at \$20?
- Alex asked whether the executive is okay if she spends more on the banquet or swag bag?
- Members were generally in favour of spending more for attendees.

Discussion: registration rates

- In the draft budget, the registration breakdown shows that early bird non-members and non-members are offered the same price. Could these two lines be combined?

Action: Alex will combine the two lines in the conference budget (early bird non-members and regular non-members) as they have the same fee.

- The conference committee didn't say anything about students.

Action: JoAnne will look back in her original notes to find out what was (if anything) recommended for the student fee.

- Does student mean any student or a student "member"?
- They have to be registered as a full-time student.
- With respect to institutional member fees: last year the price was raised because institutional members are able to share content from the online conference. Does this differ for in-person conferences?
- Yes, everyone who comes to the in-person conference pays as an individual.

Action: Alex to clarify and change the posted information about institutional rates for in-person attendance.

Motion to approve the budget as presented with inclusion of the discussion presented in this meeting (Alex/Liese). Carried.

Action: JoAnne and Alex to work on student pricing for conferences.

b) Conference Scholarships Policy and Procedures (Alexandra Peace)

Alex provided context for the policy proposal, which arose in a special projects committee years ago. The goal was to get new people to the conference. The policy, assessed at the time, became moot during the last two years because everything stopped.

A new committee has been formed with Jolanta, JoAnne, and Christine.

Motion to approve the policy (Alex/JoAnne).

Discussion

- Are scholarships available only for conferences outside the central region (Ontario)? (Might this be unfair? For example, does this mean someone living in Ottawa could apply to go to Vancouver, but not the other way around?)
- This discrepancy was missed.
- The original rationale was based on the high cost of flights to east/west coasts.

Motion withdrawn.

Action: Alex will take the policy back to committee with Julia's points about needing clarification and equity.

- c) Executive Travel Bursary Policies and Procedures (Jolanta Komornicka)

Last meeting, there was confusion about how many awards were in fact available; Jolanta has clarified the language. The amended areas are shown on page one and two of the policy; the budget amount was raised but not *limited* to two awards (the example had given a potential three).

Jolanta to take it back to committee for approval of changes.

- Would you ever refuse someone if there were more than three applicants?
- There seem to be terms (criteria) around the awarding of bursaries, but nothing states restrictions.
- The policy is new, introduced since COVID, so we don't know what to expect. Three long-standing members not on the executive presently have been asked to be on the committee.
- Who was on original committee? (Dary and Sergey).
- From the last meeting, it was decided that the subsidy should be enough to make a difference.

- It seems in-person executive meetings at conferences are becoming more important. Does it make more sense for the conference to coincide with AGM? Should there be more of a push to get executive members together when we're already at the conference?
- Perhaps we should not pass the policy and procedures document yet, but give it to the committee with recommendations. The committee can bring back questions (snags), after they've gone through one cycle of receiving applications and having to decide how to award bursaries (things may come up).
- Or, we pass the amended policy as it exists, even if we give it back to the committee.

Motion that the executive policy and procedures be accepted as revised and passed on to committee (Jolanta/Julia). Carried.

No objections.

Action: Alex to pass this on to committee.

d) Annual General Meetings, Time, and Place (Alexandra Peace)

The AGMs used to be held at the annual conference, but have been online since the pandemic.

What do we want to do? Alex outlined three options and pros/cons:

Online: If always online, they are more accessible.

- I. In person: more people tend to show up when at conference.
- II. Hybrid: We'd already decided not to do a hybrid conference, so concern was raised that we may open the door to critiques from members, if we don't make the entire conference available online but hold the AGM online at the in-person conference.

We need to decide because scheduling is happening for conference now.

Discussion

- One advantage (pro) of having a separate AGM online, apart from the conference, is that it gives committees more time to get reports ready

because we're not preparing for conference. However, announcement of the award winners at the in-person banquet was a highlight.

- Ewart-Daveluy panel is contemplating this right now. They'll come to executive with recommendation.
- The Gamarack Award was typically given out at the banquet--very nice to do!
- Is it possible people may not come to the AGM if we pull awards out from the AGM (as separate meeting)?
- There are benefits to having in-person attendance every other year and at conference. Might we have the AGM together with an in-person conference vs. online when the conference is online?
- Isn't the AGM always held in person when there is an election?
- It seems as though more non-executive members attend when it's an in-person conference.
- We don't have to have the AGM at same time as conference when it's online--it can differ every year.
- People in favour of option three did not think it would set a precedent for hybrid conference.
- Editors Canada has decided to hold AGM online all the time (for equity reasons).
- Option 3 allows for this: to balance both advantages of face-to-face and equity concerns.

Online poll taken with the following results:

Option one (1), Option two (1), and Option three (6).

Given the preference for option three, discussion shifted to having an adequate sound system and ways for online members to participate.

- What will be broadcast to online members?
- Concern was also raised about logistics. We need someone who is not part of conference to run the AGM online.

- Perhaps try option three this year to find out if it's practical, and we add a question to next year's membership survey.
- What about using some of the surplus (previously mentioned) to invest in a speaker/mic system for the AGOs?
- Getting AV equipment is part of the conference budget.
- What about renting a web cam?
- Lapel mikes (from Long & McQuade) were also recommended as having high quality.
- Awards: It was suggested that the Ewart-Daveluy and Gamarack be held at the banquet.

Actions: Alex to take back to conference committee that AGO be held during one of the sessions; Julia to take back questions to survey committee for next year after we experience the AGO in this format and we add notes to conference handbook about renting good AV. Alex to recommend that we give out awards at AGO.

e) Library Lending Proposal (Margaret de Boer)

Focus of the report shifted due to high shipping costs and survey responses being split.

Carlisle and Margaret reworked things to propose that selected members receive a free book (e.g., mentorship participants; Ewart-Daveluy winners), with ten members being eligible, only going to Canadian addresses. Providing books could prove to be more cost effective, when shipping costs are taken into account; it is also a good member benefit and there is less administrative work/shipping cost.

Motion to rename it the Indexers Resource Program (name under review) and use \$1000 to send free books from the approved booklist to ISC/SCI members (according to three-part criteria identified in report) (Margaret/JoAnne).

Discussion & Questions

- What is the rationale for giving books to Ewart-Daveluy award winners?
- What about still including the electronic version as a way to maintain a lending library?

- More administrative work doing that.
- Many executive members would still like to have a lending library as a permanent long-standing benefit for all members. New members starting out can't afford to get books all at once.
- Shipping a book out west and back is about the cost of the book.
- What about doing a pilot project?

Pros

- Being able to see a resource before someone makes a shift to a new area of indexing (e.g., journal indexing) would be helpful.
- A lending library reaches more people, creates a community, and is less exclusionary.
- Also, books out of print would be more available--have more of a life span.
- It would be helpful to get/see a cost estimate; 50 percent response rate from the member survey seems strong.
- Maybe we can have a separate program (using the surplus) that provides books for members?
- What about providing books at the conference--for example, Gregory Younging's book for attendees?
- Margaret noted that part of the new proposal was to give books to mentors and mentees. Can we move that part out of the lending discussion? Margaret and Carlisle had limited the list of books to ten when considering start up costs.

Cons

Not all members were sold on a lending library.

- What about looking into an institutional access membership or discounted buying of books from ISC/SCI offered to members at a discount?

- Maybe more members could get more titles for the same cost as lending out a few copies? A lending library, while a good idea, is a lot of work (maintenance on books--missing or damaged--going to post office, etc.).
- Lots of good ideas were shared: buying in bulk; doing a pilot; start with a physical lending library; look into e-books; the conclusion was that we need to get more data, and see how many people use it.

Motion withdrawn.

- Executive to keep in mind the original purpose: the lending library is about equity.
- Thus, which books we use for the pilot may affect the data (outcome) when it comes time to assess the pilot. In other words, limiting lending to certain books might change the outcome (particularly if books chosen are those that more members--even new ones--are likely to own already).

Action: We will do a small pilot with a small number of physical books mailed through Canada Post to evaluate how many people use it/ask for it; we will look into e-books and bulk-buying and other ways of giving out books in a separate program/project.

Margaret noted that the budget may then exceed the \$1000 if we look at bulk-buying, so may need to bring this back to executive.

f) Website and Email (Dove Estimate (JoAnne Burek))

Discussion

- Full disclosure given by JoAnne: price estimates are based on her (JoAnne) doing the work of moving information between sites. Lee was also recommended as he has experience doing this.
- Should we get another bid?

Action: JoAnne and Liese will discuss options and provide other quotes. Since it's getting more urgent, JoAnne will bring it back to executive by email rather than wait until January.

g) Communications Report (Judith Clark)

Discussion

i. Ewart-Daveluy award

Action: Alex and Liese will speak with Audrey about the process for this year and come up with a professional statement (as standard procedure). Judith recommended we replace what is on the site for 2021.

Concerns were raised about what to do with past statement (whether to revise) and how to go forward with new statement that reflects the self-representation of the organization and its members.

Action: Liese and Alex to go forward to get two short sentences or so from the Ewart-Daveluy Award panel.

ii. Student letter

We need to make the letter more immediately visible and rephrase to make link more usable for students. NIRC (new indexer resources) is an obvious place to start and a way to encourage students to become members.

Since we already send out the letter to new instructors who are teaching indexing courses, the suggestion is to make it a public-facing document on the website, since course start-up times differ. A google metadata search will also help.

Action: JoAnne will provide a link to the letter in the resources for new indexers section.

iii. The third thing to discuss is the social media report, which was moved to new business.

h) Indexing Rates on Indexing Societies Websites (Julia White for Wendy Savage)

After last year's survey committee did the rate survey, a question was raised about whether responses would be made public to members.

- There is already a page on our website.

Wendy reviewed other societies' sites and found most provide recommended rates.

- What is the point or action under discussion/consideration?
- Is executive comfortable listing rates on our website?
- Yes, based on findings from copy editor/line editors sites, clients first look for rates. They want to know if estimated cost is within their budget, so it's helpful to be up front with expected ranges for potential clients.
- If we do include rates, that page on the website would need someone checking it and providing updates.
- Are the rates recent? It would require ongoing support (not just Wendy).
- Publishers are putting more words per page, a fact that needs to be accounted for (i.e., we'd need to specify when we say per page, how many words per page).

Action: Julia will get in touch with Wendy to thank her and get updated information to Jolanta, who will update our website page.

- i) Translations for Member Communications (Gere Dullin)

Discussion and Questions

- Will this provision create difficulty for regional reps, if they are asked to communicate in French?
- Who will communicate with member?
- Welcome letter could be sent in English and French (Julia could do this). She offered to have member communicate with her in the language of their choice.
- Could we have one meeting in French?
- Does this get away from the main issue--would you like us to communicate in French? Would it make it harder to get regional reps (another issue)?

Alex proposed that she and Julia work on a new welcome letter (translated). The letter could state something along the lines of Julia being able to communicate with you (member), but other communication may not be possible at this moment.

Action: Julia will share the current letter with executive and she, JoAnne, and Alex will work on new letter and get it officially translated.

Sometime: Francophone group as a possibility in future, rather than regional reps.

j) Mentorship (Carlisle Froese)

Liaison needed to work with Carlisle on mentorship program.

Margaret de Boer volunteered.

6. Action Items

7. New Business

a) Helping our Members Get Paid

Years ago, someone raised this issue at a national chat. Ronnie and Sergey wanted to find ways to help. Alex checked with other organizations to see what they do, outlined in proposals she brought forward. We could do numbers one, two, or all three things (as presented).

- We could put info up on website and have form letters as samples.
- Would it be on the members only section of the website?
- Yes! They would only be listed as suggested strategies; we could also point to list-serv discussions from other societies' archives.

Action: Alex and Jolanta will work on this and bring back something in writing for next executive meeting.

b) Social Media Campaign

The campaign began as an official request from the co-presidents last year--the goal was to do a single post for each of twelve months, to publicize the benefits of belonging to the Society (separate and distinct from the conference). Judith said the work is not too labour intensive.

- Alex, as conference chair, opened the discussion by asking how this might coincide with the conference. Conference committee says there will be more to do and more often soon.

Judith noted conference media is a separate issue: How many people will have access to these accounts for communication (need to consider the time commitment involved)?

Action: Alex will talk with Judith separately about the social media campaign, in her role as conference chair.

Discussion

- Would these monthly blasts be numbered statements?
- Would there be a theme? The list of reasons as presented aren't all benefits, but aspects of membership. Perhaps, we could come up with a list of the actual benefits.
- Judith gave examples in her report (e.g., of the twelve reasons to join).
- They need to be pithy.

These would go out on the social media platforms we use now, using the same hashtag each time.

Action: Liese and JoAnne will help tweak the list of potential benefits, to keep ideas and come up with monthly send outs.

c) Website (Dove Proposal)

See earlier discussion under 5 (f).

8. Next Meeting is Saturday January 14, 2023

9. Adjournment:

Motion to adjourn at 3:53 pm (Jolanta/Liese). Carried.

Reports, Consent

Mary Newberry Mentorship Report – November 5th, 2022, Executive Committee meeting, Carlisle Froese

This report is for the consent section and requires no discussion or motion.

The mentorship program currently has one mentorship underway, one in the beginning steps, and one that is about to start.

I have yet to make any progress in promoting the program, but it has still been receiving the usual amount of attention from potential mentees. I would still like to make some progress in recruiting more mentors though.

In connection with the newly proposed Indexer Resources Program, I will be adding to the initial forms for mentorship a section in which the pair can request their book(s). As part of the wider program, the ISC/SCI will be offering the chance for select members to have books provided for them by the society. Some of these members are those that have chosen to enter into a mentorship, in hopes that they will choose with their mentor a book that covers the focus of their mentorship for them to review together. If, by chance, the mentor does not have access to the chosen book, one will be provided with them as well. This is in hopes of providing a smooth and focused pathway for the mentorships to continue to thrive.

This change will be made before the early forms are sent to the mentorship about to begin and the chance to participate will be offered to the mentorship that is in its beginning steps once the book list has been finalized and the form amended.

ISC/SCI Prairie Region Report (Liese Achtzehner)

I did not find time in October to have a regional meeting.

We have one new Prairie region member in Winnipeg, MB.

I do not have anything for discussion.

2022 11 05 BC Region Report, Alexandra Peace

Jolanta and I looked for someone to take over after Matthew MacLellan resigned. In the meantime, we filled in as best we could.

We welcomed a new member. Lisa Fedorak volunteered to lead the bimonthly regional meeting. Liese Achtzehner agreed to lead the bimonthly national meeting that was the BC rep's responsibility.

Judith Nylvek has agreed to become the BC regional representative, and Jolanta and I will gradually hand the responsibilities over to her.

Treasurer's Report (JoAnne Burek)

This last quarter was a period of light activity. From July 1 to September 30, we have had a net decrease of \$4.53.

	2022		2022
	June 30	Change	Sept 30
Cash Account	\$ 43,667.87	\$ 144.62	\$ 43,812.49
GICs	\$ 13,803.23	\$ 52.78	\$ 13,856.01
Stripe	\$ 1,134.19	\$ (201.93)	\$ 932.26
Total	\$ 58,605.29	\$ (4.53)	\$ 58,600.76

Income & Expense	Fiscal Year 2022-2023					9/30/2022		
	2022 Apr-Jun	2022 Jul-Sep	2022 Oct-Dec	2023 Jan Mar	Fiscal YTD	Budget	Var	
INCOME								
Membership	\$ 4,918.54	\$ 2,870.00	\$ -	\$ -	\$ 7,788.54	\$ 17,535	44%	
Other Fees and Sales	\$ 130.00	\$ -	\$ -	\$ -	\$ 130.00	\$ 550	24%	
Interest Income	\$2.46	\$52.78			\$ 55.24	\$ 100	55%	
TOTAL INCOME	\$ 5,051.00	\$ 2,922.78	\$ -	\$ -	\$ 7,973.78	\$ 18,185	44%	
EXPENSES								
Awards	\$ 125.05	\$ -	\$ -	\$ -	\$ 125.05	\$ 200	63%	
Bulletin	\$ 46.32	\$ 142.92	\$ -	\$ -	\$ 189.24	\$ 770	25%	
Executive Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,450	0%	
Membership expenses	\$ 1,979.04	\$ 2,097.81	\$ -	\$ -	\$ 4,076.85	\$ 8,808	46%	
Membership Survey					\$ -	\$ 49	0%	
Mentorship Honoraria	\$90.00				\$ 90.00	\$ 360	25%	
Miscellaneous expenses	\$190.86				\$ 190.86	\$ 150	127%	
Operating Expenses	\$ 15.00	\$ 89.26	\$ -	\$ -	\$ 104.26	\$ 120	87%	
Promotion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780	0%	
Software Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 390	0%	
Volunteer Appreciation		\$55.62			\$ 55.62	\$ 100	56%	
Website and Listservs	\$ 80.10	\$ 541.70	\$ -	\$ -	\$ 621.80	\$ 1,214	51%	
TOTAL OPERATING EXPENSES	\$ 2,526.37	\$ 2,927.31	\$ -	\$ -	\$ 5,453.68	\$ 16,391	33%	
NET OPERATING PROFIT/LOSS	\$ 2,524.63	\$ (4.53)	\$ -	\$ -	\$ 2,520.10	\$ 1,794	140%	
Extraordinary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,750	0%	
NET BEFORE CONFERENCE	\$ 2,524.63	\$ (4.53)	\$ -	\$ -	\$ 2,520.10	\$ (4,956)	-51%	
Net Conference	\$3,668.25	\$0.00	\$0.00	\$0.00	\$3,668.25			
NET PROFIT/LOSS	\$ 6,192.88	\$ (4.53)	\$ -	\$ -	\$ 6,188.35			

This report is presented for consent approval.

International Representative (Margaret de Boer)

Note: This report was written before the minutes were received of the in-person ICRIS meeting on 2022 10 16 in Berlin. Therefore this report may inadvertently have some omissions.

A warm welcome was given by the German Indexing Society representative.

1. Society news sharing:

- American Society for Indexing (ASI - Devon Thomas): An online learning event is being planned consisting of half-day sessions of 3 or 4 programs. Coming in December.
- Australian and New Zealand Society of Indexers (ANZSI - Glenda Browne): Membership has dropped to 81 members with fewer (25) accredited indexers. They have an aging committee base. They've begun quarterly Zoom meetings (after our example) which are well received. They are affiliated with an editors group. They re-broadcast our ISC/SCI conference sessions and felt they were a great benefit to members. Their accreditation process consists of having indexes assessed by two people on a panel.
- Association of South African Indexers and Bibliographers (ASAIB - Karin McGuirk): They have 28 active members and fees remain unchanged. They've held informal online 'coffee' meetings. They obtained a non-profit license in order to use MS Teams.
- China Society of Indexing and Database Management (CSIDM - via Zoom): showed photos of the 2018 conference and ICRIS members in Shanghai. It was their 30th anniversary last year. There isn't much English on their website, however they are planning to translate national indexing standards into English - to be completed next year.
- German Indexing Network (DNI - Jochen Fassbender): Their website has been updated. They meet online once or twice per year. Jochen is doing a presentation at the conference with JoAnne Burek about the multi-lingual dictionary project. Working on a German language handbook.
- Netherlands Indexing Network (NIN - Caroline Diepeveen): They have increased their membership to 11 members. They meet online four times a year. They have a new website: registermakers.nl (which points to their NIN website.) A register maker is an indexer. By doing this they have discovered more indexers, hence the increase in membership.
- Society of Indexers (SI) UK - Ann Kingdom): More members are retiring so membership is declining slightly, however they have a reinvigorated marketing committee. National Indexing Day is also helpful in attracting interest. Their training course has a new online platform and are organizing more online professional development.

2. International Agreement amendments:

Approved by ICRIS reps with additions to Section 5a of the Terms of Reference about online meetings and chair responsibilities. The ICRIS coordinators will make the necessary amendments and will circulate the Agreement to all societies for ratification by their executive committee.

There was a query about making amendments to the Agreement more frequently than 3 years, however this was declined. Also discussion about inclusion of AFEPI - Ireland in Agreement. ICRIS coordinators will follow up with them, but for now their inclusion remains in the Agreement.

3. Indexers website proposal by ANZSI:

ANZSI had proposed a website where they would cover the initial step up and have shared costs by societies for maintenance. ISC/SCI was the sole society supporting the ANZSI proposal as presented.

Note that currently the information of listed societies is buried in the ICRIS webpage.

Discussion followed with the following main concerns:

- who is the audience?
- who would have ownership? It can't be ICRIS. ICRIS holds no funds.
- felt it was not an ICRIS responsibility but societal and could be left to ANZSI.

ANZSI and ISC/SCI are very keen to do this and are both willing to put up the money. We have international societies so it's important to have all societies represented. Important to have an international presence online showing all societies listed all together.

Instead, a static webpage had support by ICRIS reps. Note that China is supportive, but because of their government they are not able to participate.

Result: ANZSI will circulate a re-written proposal to ICRIS reps. to discuss with their executive committee.

4. *The Indexer* update (Mary Coe): Ann Kingdom is the new associate editor.

Currently negotiating a new contract with LUP (Liverpool University Press). Will try to keep increases to a minimum. It may involve just a digital subscription. Currently have 5 year, rolling access of issues. LUP is moving to a larger, more robust platform.

Subscriptions for ISC/SCI will now be mailed via NUC by Oxford. In order to reduce waste they will begin 'naked' mailing (without plastic cover).

Indexing back content: there's a conference presentation on this project.

It was suggested to receive *The Indexer* as one complete PDF, and not as individual articles. It would also mean the ads would be seen this way.

Mary encouraged societies to send their ads for conferences early.

Mary asked for feedback from societies on the possible changes, and please always give suggestions/submissions for article topics.

5. ICRIS international coordinators: Pierke Bosschieter and Caroline Diepeveen agreed to another three year term. All ICRIS members endorsed this decision and thanked them for their excellent work as coordinators.

6. Triennial meeting 2025: It will be hosted by ASI and will be a hybrid event.

7. Previous matters arising: Ann Kingdom noted ISO standards revision for ISO 999 (indexing) and ISO 5963 (documentation) has a October 29/2022 deadline. ICRIS representation is needed for this group and she will contact to extend deadline. Axel Erment is knowledgeable and is willing to make contact with ISO.

8. Other: DNI (German Indexing Network) member, Axel Erment, circulated ISO 5127 on Information and documentation - Foundation and vocabulary. Currently under revision to be completed in 2023. Axel welcomes comments. Copies are available on request.

November 2022 Membership Report (Julia White)

Activities Completed

- Ongoing updates of membership renewals, activations and lapses
- Sent out mass emails to membership

Total membership numbers

As of October 29, 2022, we have 132 active members.

On a year-over-year basis, overall membership numbers have increased 3.9%. Canadian memberships have been steady and international memberships have gone up by five.

Since the last full report in September 2022, the total number of members has decreased by three. This small decline was due to decreases of one each in Individual Basic, Individual Listed and Student categories. The other membership categories were stable.

Paid memberships: Excluding honorary memberships, paid membership numbers are up 3.3% since November 2021. Since the last report in September 2022, paid memberships have decreased by three.

Comparative	Nov. 2022	Sept. 2022	Nov. 2021
Total	132	135	127
Canada	107	110	107
International	25	25	20
Individual Basic	41	42	30
Individual Listed	75	76	76
Individual Listed (bursary)	2	2	3
Student	1	2	3
Emeritus	4	4	4
Institutional	7	7	11
Basic Trial	2	2	0
Paid Memberships	124	127	120
Honorary Memberships	8	8	7

Residency of memberships							
Canada	Total	Basic	Listed	Student	Emeritus	Instit'l	Basic trial
BC	23	5	16	-	-	1	1
AB	9	2	5	-	-	1	-
SK	3	-	2	-	-	1	-
MB	1	-	1	-	-	-	-
ON	50	11	33	-	3	3	-
QC	11	4	5	1	-	-	1
NB	5	5	-	-	-	-	-
NS	4	1	3	-	-	-	-
PEI	1	1	-	-	-	-	-
NL	-	-	-	-	-	-	-
Total Canada	107	29	65	1	3	6	2
International	Total	Basic	Listed	Student	Emeritus	Instit'l	Basic trial
United States	22	10	11	-	-	1	-
Other	3	2	1	-	-	-	-
Total international	25	12	12	-	-	1	-

New members

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

Jess Herdman, Winnipeg, MB: Individual Listed
 Laurie Hlavaty, New Paltz, NY, USA: Individual Basic
 Alanna Simenson, Sooke, BC: Individual Basic

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

2022 11 05 Presidents' Reports

Alexandra Peace

I have continued to work with Jolanta ... and we have finally met! We were able to attend the ICRIS Triennial and the Berlin conference together. It was invigorating to see other indexers, and it was particularly lovely to see the other Canadians there!

I asked Gere about the hard drive, and she has sent it to Jolanta.

I have had meetings with various people: Liese re the Ewart-Daveluy Award panel, JoAnne re the website; the regional reps and membership secretary re lapsed members; and Lisa re Conference 2022.

I have asked some long-time members to be the committee on executive travel, but have not heard back yet.

Jolanta and I have been fulfilling the role of BC rep as best we can while we looked for someone to take on that position. Judith Nylvek has agreed, and we will be going through all the documentation with her.

I have been working with Patti on formatting the minutes and hope to have a template(ish) kind of document that will make it easier for her.

I have been working on Conference 2023, of course, and there is a separate report about that.

Jolanta Komornicka

I am continuing to learn the ropes of the co-presidency and have been working with Alex (great to have met her in person at last!). On 16 October, I attended the ICRIS meeting in Berlin as an observer. Then, on 17 and 18 October, I (along with six other Canadians) attended the conference (and had a wonderful time).

Gere has sent the hard drive to me, so I will be able to backup our executive folders.

I have ordered a copy of *Bourinot's Rules of Order*, though it's taking my bookseller some time to get it in. I should have it in hand for our next executive meeting.

I've asked Maggie Billard Cosgrave to come on as co-representative of the Central Region. We will be having a meeting (along with Ronnie Seagren and Alex Peace) in the coming weeks to discuss the position and division of responsibilities more fully.

I am continuing to work on the Community Engaged Research project and expect an update from them later this month, which I will then pass along to the executive.

I confess I let thing slip regarding clarifying the language for the executive travel policy and procedures. I had hoped to send it out as an email motion, but it's included in this meeting's For Discussion materials.

Quick update to add that I also had a meeting with Matthew MacLellan to discuss the status of the webinars committee.

2022 11 05 CER Update Report, Jolanta Komornicka

Things are proceeding with the Community Engaged Research project that I have taken over from Gere Dullin. At the beginning of November, I received an update from Elin Ng saying that students have

- gained some background knowledge on career transitions using both trade and academic sources,
- fleshed out different "sub" topics about career transitions, clustering them into themes that seem especially relevant to indexers (mostly but not all women, a lot of mid/late-life career transitions, and freelancing knowledge workers),
- completed and recorded academic searches, and
- selected items for an annotated bibliography.

Presently, the goal is for the King's students to become better acquainted with the literature, at which point they will begin producing materials for the ISC/SCI website. This would include a resource list of free or trade publications that are consistent with the vetted information and an FAQ,

By mid-December, the team anticipates having ready to send an interim report, which will include an annotated bibliography for our benefit. Once the interim report has been delivered, I will meet with Elin in December for a brief check-in and the student team in January for a consultative meeting. The interim report gives ISC/SCI an opportunity to offer small tweaks to the direction and focus of the CER project. I will update the executive when the report is ready for review, asking at that time for feedback in advance of the January meeting.

For the consent agenda.

Report from Survey Committee (Chair: Wendy Savage)

A request was received from the executive committee to include a few questions in the Annual Survey, about a proposal to set up a lending library for ISC/SCI members.

As the annual survey was scheduled to be a very short membership survey (2 questions), a further 6 questions regarding the lending library were easily added.

The survey was initially sent out on October 06th. A survey reminder was sent out on October 24th. On October 28th, 40% of members have viewed the survey and 29% have responded.

Lending Library

As of October 28th, 51% of respondents are interested in a lending library. Of these respondents, 17% prefer electronic books, 25% prefer hard copy, and 28% are happy with either.

Margaret de Boer and Carlisle Froese requested an interim report, which has been supplied to them. The results don't give a clear indication of membership interest, which is disappointing.

Moving forward

I am prepared to keep the survey running, and to update results, but **I need direction from the executive on how to motivate members to respond.**

Thank you,
Wendy Savage
Survey Committee Chair

*Ewart-Daveluy Indexing Award Committee
(Audrey McClellan), November 5, 2022*

Meeting of the committee

The committee will be meeting in the next week to review the Call for Submissions before sending it out. The deadline will be March 15, 2023.

We will also be looking at when and where to announce the winning index (at the AGO? at the conference?) and preparing a policy for the executive to consider. We will also discuss feedback for runners-up. Right now the Call for Submissions says "feedback for up to three runners-up" and the ISC website says "feedback for first three runners-up." This should be consistent and we will decide what's best based on past practice. (I don't think this needs to be approved by the executive, but it will trigger changes in the Call and/or on the website.)

Reports, Discussion

2022 11 05 Conference 2023 Report

We are meeting about once a month at the moment, solidifying the major components: theme, publicity, speakers, and venue.

Maura wrote up a great Save the Date announcement, and it has gone out to website, *Bulletin*, membership, and external contacts via communications.

Lisa has been working very hard on gathering speakers, with contributing ideas from the committee, and after seeing the speakers at the hybrid conference in Berlin. We will be nailing down a list before the new year so that we can begin publicizing the speakers/sessions and starting to put the information up on the website before the early bird deadline.

Mercedes has taken the list that Trine left us from last time and updated all the info. We will be sending info out about things to do in the St. John's area in a regular fashion.

JoAnne's work on the website comes later in the process, so she is getting off lightly at the moment!

We do still need one more person for the committee, so if anyone knows a member who would be a good fit, please let me know.

We do need to know about whether the AGO will take place in the conference or not ... A separate report has been written on that.

After a bit of wrestling figures (a lot of it is guessing at this stage), we have a budget to present to the executive committee for approval. See below.

Motion: I move that the executive committee approve the budget as presented for the ISC/SCI Conference 2023.

Discussion: I took the figures for the fees from the latest iteration of the conference fee policy, but there were no numbers for student fees. Could we develop a formula for this, for example, 75 percent of early bird fees or something like that?

Conference 2023 Draft Budget

Revenue

Registration	Fee	Estimate of Numbers of People	Totals
Early Bird Member	\$300	17	\$ 5,100.00
Student	\$175	0	\$ -
Early Bird Non-Member	\$350	1	\$ 350.00
Regular (not early bird) Member	\$340	1	\$ 340.00
Non-member	\$350	1	\$ 350.00
Institutional Members ICRIS, president, chair, and presenters	\$450 \$0	0 20	\$ - \$ -
Refunds			\$ -
Total Registration		40	\$ 6,140.00
Fireside Chat	\$10	7	\$ 70.00
Advertising			\$ -
Subtotal Conference (no banquet or workshops)			\$ 6,210.00
Banquet	\$60	33	\$ 1,980.00
Workshop			\$ -
Total Revenue			\$ 8,190.00

Expenses

Conference

advertising			\$ -
bags and swag	\$20	40	\$ 800.00
Zoom, Vimeo expenses			\$ 250.00
AV rentals/expenses			\$ 200.56
Technical Director payment			\$ -
post conference reception			\$ 150.00
printing			\$ -
- handouts			\$ -
- program			\$ 75.00
- registration			\$ 25.00
office supplies			\$ 25.00
speaker appreciation			
- gifts	30	15	\$ 450.00
- postage			\$ -
keynote			
- travel			\$ -

- accomodation			\$	-
- fee			\$	1,000.00
Stripe/interac fees			\$	200.00
venue				
- rooms*			\$	201.25
- catering			\$	5,538.33
Subtotal Conference			\$	8,915.14
Banquet	\$70	30	\$	2,100.00
Workshop honorarium, room, food			\$	-
Refunds			\$	-
Total Expenses			\$	11,015.14
Total Revenue			\$	8,190.00
Overall Profit (loss)			\$	(2,825.14)
Conference profit/loss			\$	(2,705.14)
Banquet profit/loss			\$	(120.00)
Workshop profit/loss			\$	-

*A deposit has been paid of \$500 to the Murray Premises Hotel. Thus, the total cost of the rooms will be nil.

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 has 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 in total, 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 has 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
- help at the registration desk

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

Name	
Address	
Distance from the Conference	
Preferred Task	
New Indexer	<input type="checkbox"/> Yes, took indexing course within past five years <input type="checkbox"/> No
Never Been to an ISC/SCI	<input type="checkbox"/> Have not been to an ISC/SCI conference

Conference	<input type="checkbox"/> Have been to an ISC/SCI conference
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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. It was amended in October 2022 by Jolanta Komornicka subsequent to an executive meeting discussion.

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: To be determined by the executive in the annual September meeting. \$5000 has been made available for Conference 2023

- This amount is enough to give substantial subsidy to two executive members.
- The reimbursement is not limited to a set number of awardees.
- 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.
- For an executive with many new members, executive will consider increasing the amount of available funds.

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.

Report on Presentation of Indexing Rates on Websites of Indexing Societies

1. AFEPI Ireland (Association of Freelance Editors, Proofreaders & Indexers of Ireland)

<https://www.afepi-ireland.com/>

Recommended rates are available for non-members on the home page on the “Recommended Rates” tab: <https://www.afepi-ireland.com/recommended-rates/>

This includes:

- Recommended minimum rates for indexing
- Factors that are considered when determining rates

2. ANZSI (Australian and New Zealand Society of Indexers)

<https://www.anzsi.org/>

Recommended rates are available for non-members on the “Indexers Available/Recommended rate & quotes” tab: (<https://www.anzsi.org/indexers-available/recommended-rate-quotes/>)

This includes:

- Recommended minimum rates for indexing
- Factors that are considered when determining rates

3. ASAIB (Association of South African Indexers and Bibliographers)

<https://www.asaib.org.za/>

Recommended rates are available for non-members on the “Information for Publishers” tab: <https://www.asaib.org.za/index.php/information-for-publishers>

This includes:

- Recommended rates for indexing
- Factors that are considered when determining rates

4. ASI (American Society of Indexers)

<https://www.asindexing.org/>

Recommendations for negotiating fees and contracts are available for non-members on the “Working With Freelance Indexers” tab: <https://www.asindexing.org/working-with-freelance-indexers/>

This includes:

- Factors that are considered when determining rates

No recommended rates are given.

5. CSI (China Society of Indexing)

<http://www.cnindex.fudan.edu.cn/>

Using Google translate, nothing was found on the website about rates.

6. DNI (Deutsches Netzwerk der Indexer)

<https://d-indexer.org/>

No information available to members of the public on rates.

7. ISC/SCI (Indexing Society of Canada / Société canadienne d’indexation)

<https://indexers.ca/>

Recommended rates are available for non-members on the “Find an Indexer/Why Hire an Indexer” tab, through the <https://indexers.ca/charging-for-indexing-services/> link.

This includes:

- Recommended rates for indexing
- Factors that are considered when determining rates

8. NIN (Nederlands Indexers Netwerk)

<https://www.indexers.nl/>

No information available to members of the public on rates.

9. SI (Society of Indexers)

<https://www.indexers.org.uk/>

Recommended rates are available for non-members under the “Find an Indexer/Indexing fees” tab: <https://www.indexers.org.uk/find-an-indexer/fees-for-indexing/>

This includes:

- Recommended rates for indexing
- Factors that are considered when determining rates

This report is for discussion.

2022 017, Annual General Meeting, Location and Timing, Alexandra Peace

Background

Pre-pandemic, we used to hold the AGO at the in-person conferences on one of the session days.

Since COVID-19, we have had two virtual conferences, and the AGOs have been held separately, a few weeks later, online.

Discussion

What do we want for the future? Here are three possibilities.

1. We could keep it online in alternating years, and in-person only at the in-person conferences.
2. We could always have it online, that is, separate it from the conference entirely.
3. Or we could do it online from the conference, live, just a laptop in front of the meeting chair. It would have to be low tech, with someone different than the chair monitoring the chat.

Lending Library Proposal (Margaret de Boer and Carlisle Froese) 2022 11 05

This report is for discussion and includes a motion:

Interim survey results about this proposal were received from Wendy Savage.

There were 37 responses. To the question whether members would participate in a lending library, the results were split with 51.35% interested and 48.65% not interested in a lending library. Respondents gave good book suggestions. To the question about book format: 16.67% preferred an electronic copy, 25% preferred a hard copy, and 58.33% were fine with either format.

Amended proposal:

Shipping and returning a borrowed book adds to costs and administration. For the cost of shipping and returning a book, it would be a more cost-effective benefit in administrative time and money to buy and ship a book for an indexer to keep.

Due to unenthusiastic response to a lending library and its costs, we have decided to abandon the lending library and offer this member benefit with the \$1000 budgeted in the current budget until March 31, 2023:

Selected members will receive a free book from the approved book list, including shipping to a Canadian address:

- Mentorship program mentors and mentees. Mentorship program documentation will be amended to reflect this additional benefit. In the event one of them already has the book to be studied, they may still choose a book.
- Ewert-Daveluy award winners.

- Up to ten members, excluding institutional members. (If the current budget allows, additional members may be included.)

An announcement will be sent via the *Bulletin* (depending on schedule) or sent by email via membership.

An application form, including the approved book list will be placed on the ISC/SCI website with applications sent to library@indexers.ca. The first ten responses will be considered. Any remaining applications will be considered in the next budget.

The committee will:

- track who receives a book. This will be considered a one book, onetime benefit.
- re-evaluate this program in March to determine its next steps and budget.
- welcome book donations and reimburse any shipping costs. Donated books will be held for future applicants.
- be re-named the Indexer Resources Program^[1]

Motion:

That the renamed Indexer Resources Program use the \$1000 originally dedicated to a lending library, to instead send free books from the approved book list to select ISC/SCI members, as described in the report above.

Estimate for website move

Dove project Phase 1

Responsibility

ISC Contractor

- | | | | |
|----------------------------------|---|---|-------------------|
| Sign up with new host | ✓ | | |
| Send announcement about freeze | ✓ | | |
| Build new wordpress installation | | ✓ | |
| Migrate content to new site | | ✓ | |
| Move emails | | ✓ | priced separately |
| Move DNS pointers | | ✓ | |
| Test for broken links | | ✓ | |

Move project Phase 2 (Cleanup)

- | | |
|--------------------------------------|---|
| Move domain registration to new host | ✓ |
| Cancel service with webnames | ✓ |
| Update website documentation | ✓ |

Contractor estimate

- | | |
|-----------------------------|--|
| Move website | \$500 |
| Move emails - 31 mailboxes* | \$2,000 add/remove a mailbox changes price by \$50 |

plus tax

* Email move includes

- Creating the new mailboxes at the new host
- Moving the email content from webnames to the new host
- Sending instructions and new password to each mailbox owner
- Checking that no emails have been missed during the transition

Email will be unavailable for 3 to 4 days during this time

Email	Size MB	Recomm endatio n	Move
administrator	375.6		Y
archives	12.8		Y
awards	26.8		Y
bc_rep	65.1		Y
bpcouncilrep	11.1		Y
bulletin_editor	590.7		Y
central_rep	68.5		Y
communications	282.7		Y
conference	151.0		Y
conference_chair	189.6		Y
conferenceprogram	112.3		Y
contests mailbox	0.2	N	emails are forwarded to another
documents mailbox	9.7	N	emails are forwarded to another
eastern_rep	68.5		Y
editeur-francais	4.5		Y
icris	6.7	N	emails are forwarded to
another mailbox international_li...	288.0		Y
library	0.0		Y
plus tax			
listings mailbox	0.3	N	emails are forwarded to another
meetings mailbox	15.6	N	emails are forwarded to another
membership	595.7		Y
mentorship	158.4		Y
nirc	0.2		Y
outreach	0.0		Y
past_president	4.3		Y
prairies_rep	97.0		Y
presidents	928.8		Y
recsec	1.8		Y
registrar	0.3		Y
social	140.7	N	emails are forwarded to
another mailbox special_projects	1.4		Y
survey	0.7		Y

tide	3.9	Y
treasurer	715.8	Y
web-developer	2.0	Y
web-editor	13.0	Y
webinars	1.8	Y
Number of mailboxes to move	31	

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.

Gamarack 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/>

2022 09 17 Translations for Member Communications (Tere Mullin)

It was suggested some time ago that the ISC/SCI member welcome letter should include a sentence informing members that they may receive communications from the Society in their preferred language if they so choose.

The sentence could be something like: Is French your preferred language? If so, please let us know, and we will make every effort to communicate with you in French in the future.

For Discussion

- Does this sentence communicate what it needs to?
- What procedures would follow? One possibility is
 - Any further communications with this member be sent out for translation and then forwarded to the member.
 - A friendly boiler plate message could be created in French confirming that further communications will be in French. This would provide an opportunity to mention that communication back and forth might take slightly longer as we will be working with a translator when necessary (but that we have not forgotten about them).
 - Should we create a standard with respect to the amount of time we hope to receive translations by? What is reasonable (both for the member in question and for the translator)?
 - Are there any issues to consider?

Prepared by Tere Mullin, August 26, 2022

Reports, New Business

*2022 09 17, Helping our Members to Get Paid,
Alexandra Peace*

Background

After a rigorous discussion at one of our national video chats initiated by a member who was having trouble getting paid, Sergey Lobachev suggested that the Society look into what we could do on behalf of our members.

I contacted the following organizations to see what they do when one of their members is having trouble getting paid: Editors Canada, The Writers Union of Canada (via Leah Horlick), Canadian Freelance Union, and the Canadian Freelance Guild.

Editors Canada has a professional mediator on call, and when I spoke with her, she recommended that our members hire a professional mediator.

The Writers' Union of Canada (TWUC) sends out a form letter with their letterhead. See Appendix A for an example.

Canadian Freelance Union is a union of communication and media professionals. I had an email correspondence with Don Genova in which he gave me some general information and also listed the kinds of actions this organization takes. See Appendix B for this information.

Don also suggested that they might be able to help us with any problems our members might be having. "Part of our goal at CFG is to provide services for other like-minded associations. This can be in membership management, contract advice, negotiations, webinar production and more." However, the last time I asked about this, he was unable to give me any rates.

I just contacted the Canadian Freelance Guild recently, and they have not gotten back to me.

Discussion

What shall we do? We could do any one or combination of the following:

- Put an information package on the website, including information about professional mediators, small claims court, and the Canadian Freelance Union.
- Have a form letter ready to use on letterhead and notify the membership about it.
- Investigate belonging to the CFG as an association and have them deal with any situations that arise for our members.

Appendix A: The Writers' Union of Canada

Dear X

I am writing to you regarding your contract with PERSON.

It is our understanding that PERSON has not received payment for X which is now due as per clause X in her contract which states:

COPY CLAUSE FROM CONTRACT HERE

Please forward payment to PERSON immediately.

We look forward to learning that this matter has been resolved.

Sincerely....

Appendix B: Canadian Freelance Union

They do the following:

1. An email with CFG letterhead outlining the situation as we see it and a call for action.
2. A phone call from me as the authorized representative of our member.
3. Negotiating a 'deal' or payment schedule if necessary.
4. Usually as a last resort, 'public shaming' via our social media networks and possibly a media release to push the story even more public. This would only be done in the case of a large amount or if the lack of payment affected a number of our members.

ISC/SCI Proposed social media campaign (Judith Clark)

For discussion, proposal to post one reason to join ISC/SCI monthly as an ongoing twelve-month social media campaign.

- Simple posts - title, a numbered reason, hashtags.
- Hashtags - #12ReasonsGoJoin #ISCSCI #indexers

Note that the social media accounts have links to Indexers.ca. The only reason to include a link within the post would be to link to a page displaying the twelve reasons.

*12 Reasons to Become an ISC/SCI member **or?** 12 Reasons to Join ISC/SCI*

1. Be a part of the Register of Indexers for professional visibility.
2. Receive the Bulletin, the ISC/SCI members-only periodical.
3. Brand your business with ISC/SCI logos for your website, email signature, and promotions.
4. Interact with fellow members on the ISC-I email list.
5. Network with other indexers in your region.
6. Access new indexer resources and work with an experienced mentor.
7. Apply for the Ewart-Daveluy Indexing Award.

8. Receive *The Indexer*, the international journal of indexing, and access back issues.or
9. Read newsletters of ISC/SCI indexing affiliates.
10. Attend monthly members-only online chats.
11. Take advantage of Member-Initiated Groups (MIGs).
12. Pay member rates for webinars, online learning, and conferences of sister societies.

Example:

12 Reasons to Become an ISC/SCI member
Be a part of the Register of Indexers for professional visibility. #12ReasonsToJoin
#ISCSCI #indexers