

## **ISC/SCI Executive Meeting Minutes Amended**

**Saturday, January 14, 2023, online, 2 p.m. EDT**

**Present:** Jolanta Komornicka, Alexandra Peace, Maggie Billard, Christine Dudgeon, Julia White, Margaret de Boer, Judith Clark, Judith Nylvek, JoAnne Burek, Liese Achtzehner, Ronnie Seagren, Patti Phillips

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

Jolanta called the meeting to order at 2:07 Eastern Time.

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

**Motion** to approve Agenda (Liese/Julia). Carried.

### **3. Approval of Minutes: November 5, 2022 Executive Meeting**

Correction to Items for Discussion: Regarding item 5--Student letter--it should say that since we already send the letter to new instructors, we will also make it a public-facing document. JoAnne will provide a link to the letter in the new indexer resources section.

**Motion** to approve the November 5, 2022 Executive Meeting minutes with amendment (JoAnne/Judith N.). Carried.

### **4. Consent Agenda**

Ronnie added an item from TIDE--an outreach request--for discussion at the end of the meeting

**Motion** to approve Consent Agenda (Julia/Christine). Carried.

### **Regional Updates:**

- a) Central Canada | Centre du Canada (Ronnie Seagren and Maggie Billard) no report

- b) Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)
- c) British Columbia | Colombie-Britannique (Judith Nylvek)
- d) Eastern Canada | Est du Canada (Barbara Cuerden)

### **Committee Reports:**

- a) Archives (Alexandra Peace for Christine Jacobs) no report
- b) Book and Periodical Council (Ronnie Seagren) no report
- c) Bulletin (Vicki Gregory) no report
- d) Communications (Judith Clark)
- e) Conference 2023 (Alexandra Peace)
- f) Publishers' Letter (Judith Clark, no report)
- g) Finances (JoAnne Burek)
- h) Lending Library (Margaret de Boer)
- i) Outreach (Ronnie Seagren for Siusan Moffat)
- j) Mastodon Account (Alexandra Peace)
- k) Membership (Julia White)
- l) Mentorship (Margaret de Boer for Carlisle Froese) no report
- m) New Indexer Resources Committee (JoAnne Burek) no report
- n) Presidents' Report (Alexandra Peace and Jolanta Komornicka)
- o) Succession Report (Judith Clark and Margaret de Boer)
- p) Survey Committee (Julia White for Wendy Savage) no report
- q) Web Administration (Christine Dudgeon)
- r) Webinars (Matthew MacLellan) no report

### **5. Items for Discussion**

- a) Awards (Liese Achtzehner for Audrey McClellan)

The awards committee would like a recommendation from the executive committee about what our procedure should be when no Ewart-Daveluy award is to be given at the banquet for an in-person conference.

They asked whether it would be useful (or a downer) for the committee to use the 15-minute time slot at the banquet to speak about the basis of the award and why no award was given.

***Discussion: no award***

- Is it necessary to elaborate when the criteria is already listed online? Does this put salt on the wound?
- Could there be an announcement in the conference program to preempt debate or bad feelings?
- It would be hard on the conference organizing committee if, at the last minute, the 15-minute slot was used to announce “no award” was being given. For consistency, at both the in-person banquet or at a virtual conference, the 15-minute slot could still be preserved to either announce the award or explain why there was no award.
- Not all executive members felt it was a downer when no Ewart-Daveluy award was given, due to the nature of awards (only ever one winner); and since other awards will be given out at the banquet, it would not be a complete downer.
- As committee liaison, Liese asked: Should there be a statement?
  - Yes. Liese should review the statement before it’s presented.

*Action:* Liese will take the executive committee’s recommendation about having a consistent policy back to the committee and ask them for a “no-win” statement that can be approved right away.

**b) International Liaison (Margaret de Boer)**

The ICRIS Terms of Reference final revision summarizes the function of ICRIS. Most of the changes (revisions) to the Terms of Reference have to do with online meetings; otherwise, no major changes were made.

The co-presidents, who attended the ICRIS meeting in Berlin, were happy with changes about online meetings as reflected in the new terms.

**Motion** that executive committee consent to revisions to the Terms of Reference (Jolanta/Ronnie). Carried.

Margaret reminded everyone that Mary Coe is always looking for article ideas for *The Indexer*.

*Action:* Margaret will take the executive committee's approval back to ICRIS.

### c) Community Engaged Research (Jolanta Komornicka)

Jolanta recapped ISC/SCI's role in the project and the exploratory model of research students are using.

The executive committee previously agreed that someone would be available for interim consultations on the draft report, and one person would attend the April 2023 student presentation in Edmonton in person.

### Discussion

ISC/SCI members are invited to attend the January 17<sup>th</sup> meeting with the students to provide interim feedback. Jolanta asked the executive committee if they had feedback arising from the report or ideas for students to discuss.

- The themes of loneliness and community-building were interesting and appreciated.
- Might students examine the role of the Society (ISC/SCI) in mitigating the experience of loneliness?
- Jolanta asked for suggestions about what aspects within the literature the students might focus on; these were to be shared with her before the meeting on January 17<sup>th</sup>.
  - Given the methodological limits of the project, maybe students could suggest topics for future research?
- Jolanta proposed: if you were starting out again as an indexer, what resources would you wish you had?
- Some members felt it would be more helpful if a full-time indexer provides feedback on the report. Others thought a beginner's perspective might be valuable.

- Suggestions about finding someone who might attend the April meeting in Edmonton were made.
- The TIDE bursary award winner lives in Edmonton. Jolanta will reach out to her.

The students are going to produce an online FAQ sheet for the Society's website. They ask that someone on the executive committee read a draft of the FAQ before it goes up on the website. JoAnne offered to do this.

*Actions:* Jolanta will contact the bursary winner about the April meeting and attend the interim student meeting on January 17<sup>th</sup>. JoAnne will review the FAQ draft before it goes on the website.

#### d) Website Health and Move Discussion (JoAnne Burek)

There has been more strain on the website recently, highlighting the fact that we need a cloud server.

Webhosting Canada is a much bigger outfit and offers a reasonable monthly starter package. JoAnne recommends we purchase the starter package, which will be useful for those times when we need extra resources.

#### **Discussion**

- Any questions about moving the website?
- Does the URL change? No.
- How long will the website be down? A couple hours.
- The labour intensive part is moving emails: it should be transparent.

**Motion** that the executive committee accept JoAnne's proposal to move to Webhosting Canada (Alex/Liese). Approved.

**Motion** that the executive committee hire Lee Stickles to move the site (Alex/Liese). Approved.

*Actions:* JoAnne will transfer the ISC/SCI website to Webhosting Canada, and draw up a formal contract to hire Lee Stickles to do the move.

#### e) Spring Schedule (Alexandra Peace)

Alex provided everyone with a colour-coded spring schedule for spring meetings and activities (budget, quarterly executive meeting, AGM, thank yous to volunteers, reports due, etc.)

Alex drew attention to the notes at the bottom ("things to make this easier" section) and asked if there were any questions about the schedule. No.

In sum, do what you can ahead of time; be on time!

A reminder also that that the AGM will be low-tech (remote) and in-person.

Said one member, it is worth recording: Alex laid down the law!

*Actions:* JoAnne will send financial statements to executive members by February 28<sup>th</sup>, 2023.

### ***Actions: February--Executive members***

In preparation for AGM in June, executive members should make sure all quarterly reports are in a separate folder in your committee folder. Start adding names to the thank you list.

For April budget meeting, JoAnne will send financial statements by February 28<sup>th</sup>. Executive members should look at the lines in the budget that you are responsible for, check with your committees, and prepare a budget number to send to JoAnne.

### ***Actions: March--Executive members***

March 11<sup>th</sup>: only send in reports that need a discussion or a motion.

March 25<sup>th</sup>: financial reports are due to JoAnne. Please don't be late; JoAnne only has one week to put the budget together from these figures.

March 31<sup>st</sup>: call for annual reports in preparation for AGM. Don't forget to ask for reports from the committees you are liaison to. These can be composed from sections of the reports from over the past year.

## f) Financial Reporting (Judith Nylvek)

The financial reporting question about lack of consistency (in 2021 financial report) remains an ongoing issue. In sum, the concern is that non-standardized reporting opens us up to error.

### **Discussion**

- This issue was discussed in depth when JoAnne was on the executive committee and again at the AGM.
- There remains confusion about the meaning of standard/non-standard reporting and clarification is needed about where the error lies.
- One solution might be to find accountant for advice.
- Others suggested we get outside help with this: find someone whose practice is small and concentrates on non-profit organizations.
- What is the scope of what we want them to do?
  - Do they think our statements are being accurately or properly presented?
- We could show them our statements and ask how they are being presented. Previously, JoAnne used Quick books and accounting packages.
- We could hire a consultant for approximately two hours of consulting time. The key is that they be familiar with the not-for-profit sector.

*Actions:* Executive members will submit names of experts/consultants they are familiar with.

Alex and Jolanta to approach consultants.

Judith N. will let Lisa know we are moving forward with this item: contacting an outside consultant to review our financial reporting and practices.

Alex to approach Lisa for conference report (outstanding).

**Motion** that Alex and Jolanta find an outside consultant (small business, with not-for-profit experience) to consult for two hours. (Ronnie/Judith C.)  
Approved.

(Alex and Jolanta will contact the names put forward and make the decision if the cost of consulting is not too expensive.)

### g) Library Pilot (Margaret de Boer)

The library pilot project is underway. Margaret and Carlisle provided the list of over thirty books that have already been donated.

An announcement to members is coming soon. Jolanta has been working on the digital library and writing a white paper on that. The committee has ordered a few books not on the list. Once set up, with approval, it will go ahead.

### **Discussion: Loan Policy**

- Jolanta noted that the e-book section will need amending. We may have to limit lending to within Canada to remain legal. Two different policies are needed: for books we control vs. other eBooks (information to come in her white paper).
- Alex suggested Jolanta make amendments and prepare a generic template.
- Can we pass the policy and review it in six months after the library has been going?
- We may have to add procedures to policy, in case liaisons change (e.g., adding job description).
- What about loan extensions? Could people renew books for longer periods (if books is available) subject to recall (language), for example, if someone has already had the book for a month?
- Should loan status be public-facing?
  - Margaret felt keeping track will be too much work.
- Renewal periods should be as straightforward as possible, since there is already shipping complexity. A recall notice would have to be very clear.
- Margaret suggested if it's a popular book, we could buy another copy.

The executive committee recommended that Margaret and Carlisle make the decision about renewals.

*Actions:* Margaret will take policy draft back and we will revisit it in June. Alex will do the formatting. Jolanta will prepare a white paper on digital lending (in a week)

### h) Report on Learned/Congress (Alexandra Peace)



ISC/SCI has participated once before and would like to have a presence there this year.

### **Discussion**

- What are the advertising costs per item (e.g., bookmarks)?
- How much is in the budget for bookmarks? \$850
- The cost of a booth for partial week is \$1350.
- One member suggested that instead of advertising on the website, we get a booth and provide bookmarks. We have funds and a buffer in the budget.
- When does Congress need the money by?

**Motion** that we pay for a booth (May 27<sup>th</sup>–June 2) for partial week A vs. B.

- Jolanta, Maggie, and Patti volunteered to staff the booth.
- What is needed for a booth? [see under Expo]
- Margaret will try to locate the banner and stand used for outreach events. She has notecards from Mary Newberry.
- Going forward, we should keep a record (itemized list) of property owned by ISC/SCI, since executive membership changes.
- The early bird deadline is February 17<sup>th</sup>, 2023; with registration, we get four registrations to attend the conference.
- Is the rental subject to tax?

**Motion** that ISC/SCI spend up to \$2000 on the Learned's/Congress Expo booth to pay for the booth and printing, and organized by a committee of Jolanta at chair with JoAnne, Maggie, and Patti. (JoAnne/Ronnie). Carried.

**Motion** that Alex print 410 bookmarks to mail to Judith to go with the publishers' letters. (Alex/Jolanta). Carried.

*Actions:* Jolanta, JoAnne, Maggie, and Patti will get together. The committee will write up an announcement for the *Bulletin*, social media, and website (for Judith C.).

Margaret will find out who has the banner and stand and/or what we do have.

### i) Outreach (Ronnie Seagren for Siusan Moffat)

Ronnie described other outreach activities in the works.

- Judith Clark is mailing out bookmarks to about 100 publishers. Once we start having in-person meetings, will have a stuffing party.
- Ronnie asked who is updating the mailing list [of publishers]?
  - Barbara C. checked all the addresses and together with Judith C. corrected them, or found out where they'd moved.
- Alex and Ronnie will work on a talk (that was started with Emily LeGrand) after the conference, so that it is available to anyone for future promotion and outreach.
- The committee is exploring links to writers' festivals this year as outreach possibilities, especially in terms of diversity, such as The Festival of Literary Diversity (FOLD) in Brampton.

*Action:* Ronnie will submit a report on new outreach areas.

### j) Executive Travel (Alexandra Peace)

The bursary committee members were happy to meet again post retirement. The committee formed to provide financial support for executive members to travel to the meeting on June 8<sup>th</sup>, 2023, during the conference.

The deadline to submit the form to Christine Jacobs is March 1<sup>st</sup>, 2023. This date will allow the committee time to make decisions and executive members to make travel decisions in time for the face-to-face meeting.

The form is in the board executive travel folder.

*Action:* Alex will put a double star--indicating to executive members to use the form that's in the folder.

**Motion** to approve that recording secretary is eligible to apply for the executive travel bursary (Alex/Jolanta). Carried.

## **6. Action Items**

## **7. New Business**

Ronnie brought forward a new item on behalf of Siusan and TIDE.

An issue has arisen about facilitation in meetings--people dominating meetings or being talked over and feeling shut down. The committee received comments from a range of people, particularly new members, who often feel they don't walk to speak.

### **Discussion**

- Might we consider muting everyone and having a speakers' list?
  - That approach tends to work better in larger settings.
- Could we address the amount of "off-topic" air time that is given?
- What about having someone facilitate a meeting on the topic or providing facilitation training on inclusion in meetings (to avoid talking over, interrupting, etc.).
  - There is already an issue with time commitment.
- Who are we asking to be trained?
  - Regional reps and executive committee members.
- We could make it voluntary.
- What if it's just something to pass on to new reps (for new hosting responsibility)?
- More resource materials would be helpful.
- Why don't we gather more info, since a changeover is occurring. Ronnie could find out the cost of training and how long it would be.
- Ronnie felt the format of any training meeting should reflect the topic, demonstrating how to do this in practice at a meeting.
- Other executive members expressed mixed feelings about extra time commitments.

*Action:* Ronnie will do further research with Liese, who will write something up. They will take it back to TIDE and Siusan.

## **8. Next Meeting (Budget Meeting)**

The next executive meeting is on April 1, 2023, to discuss and approve the provisional budget.

- What do we do at that meeting?
- Sometimes there is a discussion and sometimes we vote on everything sent for approval.

Executive members and committee liaisons should send funding requests to JoAnne before March 25<sup>th</sup>.

JoAnne will draft and send a provisional budget to executive members by February 28<sup>th</sup> and expect feedback by March 25<sup>th</sup>, in time for the executive meeting on April 1<sup>st</sup>.

In turn, the next quarterly executive meeting will be held at the conference on Thursday, June 8<sup>th</sup>, 2023, from 9:45 a.m. to 12:45 p.m. And the annual general meeting will take place during the last slot on the Friday of the conference (Friday, June 9, 2023.)

## **9. Adjournment**

**Motion** to adjourn at 4:47pm (Alex/Ronnie). Carried.

## **Reports, Consent**

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### ***ISC/SCI Report for January 2023 (Barbara Cuerden, Eastern Region)***

Since our last Executive meeting, three new members have joined our region: Laurie Hlavaty in New Paltz, NY; Cordula Quint, a student in Sackville, NB; and ASI member AElfwine Mischler, in Egypt. One member seemed to have lapsed membership, but when contacted replied: "I've been a member of the Society for a good 2 years, but I disconnected because I

haven't been actively indexing and just had too much on my plate. But I'm going to get back into indexing these coming weeks.”

We held our last Eastern region chat October 19th, where we reviewed the Berlin conference remote and on-site experiences.

Our next regional chat is scheduled for February 15th. Mentorship will be one of the themes for discussion.

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

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### ***Executive Committee Succession (Judith Clark and Margaret de Boer)***

Briefly, before the new year we contacted current executive committee members and identified the position vacancies. We are encouraged that most executive committee members are willing to put their names up for nomination for 2023-2025.

We are now in the process of actively contacting possible nominees.

Work is going well. If you know of possible candidates, please let us know.

This report is for information.

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### ***ISC/SCI Communications Report (Judith Clark)***

#### ***ISC/SCI Annual Conference 2023***

- Sent out save the date announcement to sister orgs and requested social media posts. [October 16, 2022]

#### ***Diversity in Publishing Bursary***

- Sent out press release announcing the 2022 winner. [November 17, 2022]
- Requested social media posts for 2022 winner. [November 17, 2022]

### ***Ewart-Daveluy Award***

- Sent out call for submissions announcement to sister orgs and requested social media posts. [December 15, 2022]
- Sent blurbs for Editors.ca newsletters to Michelle Ou. [December 15, 2022]
- Consent agenda

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### ***ISC/SCI Conference 2023 (Alexandra Peace)***

The committee has been meeting regularly.

Lisa Fedorak has been working on getting presenters. We have nine out of ten at the moment. She will now start to get the bios and presentation description from them so we can start publicizing them. Lisa has also organized a Fireside Chat for new indexers on the Thursday.

JoAnne Burek is working on setting up registration. We hope to open that by the beginning of February. At that time, a simple list of presenters will be available. Early-bird pricing will be in effect until the end of April.

We have secured the Murray Premises, and the information about booking at the hotel is on the way to being publicized.

Maura Brown is getting ready to start work on the program and the publicity materials for the presenters.

Mercedes Brian is working on publicity. Information about things to do in Newfoundland, important dates for the conference, and presentations will be forthcoming, probably weekly.

In addition, information about getting the conference scholarship for members (amount of early-bird fee) is on the website. And, the committee to allocate travel funds for executive committee members has started to meet.

## **2023 01 14 Presidents' Reports**

### ***Jolanta Komornicka***

Alex and I are continuing to work on the material for helping our members get paid. To that end, I've put together a draft FAQ that could eventually go on the website. Alex and I have also been brainstorming on what we can do to encourage publishers and authors to include indexes in Amazon's Look Inside feature. We've generated several ideas already and will be fine-tuning them and strategizing how to put them into practice in 2023.

Working with the scholarship committee, we've ironed out the kinks in the wording with the scholarship application and will be launching it soon.

I have researched Controlled Digital Lending for the library pilot, which would enable us to digitize the print books we have and lend out electronic files. I've also been working with H-France, a scholarly organization promoting French and Francophone scholarship in the humanities, which notably publishes 400-600 book reviews per year; I've convinced them to add evaluating indexes to the guidelines reviewers receive concerning what to include in a book review. A revised guideline should be going out to reviewers by the end of January. To aid the reviewers, I've supplied the editors with a guide for evaluating indexes.

I continue to work with the King's University on the Community Engaged Research project. There's an interim report and points for discussion in the Discussion folder for today's meeting. On 17 January there will be a meeting with the students at 2pm Eastern, where ISC/SCI's response to the interim report will be delivered and discussed.

In my spare moments, I've started indexing the executive meeting minutes and once a substantial portion are done, I'll see about posting the index to the website.

### ***Alexandra Peace***

I have had a quiet quarter ... I am gradually passing things over to Jolanta! I am so happy to see all the work that Jolanta is taking on, as I am definitely fading!

I did meet with a few people: Jolanta, of course, in our regular co-president meetings, Ronnie re getting info to publishers, Judith re communications,

Margaret about succession and the lending library, JoAnne re the website, and of course, the conference committee.

Jolanta and I are working on setting up a volunteer database.

I have organized the committee to give money to executive committee who need it to get to the only face-to-face executive committee meeting we hold at the conference.

And, I signed the Society up for an account on Mastodon (mstdn.ca), as many people from Twitter have moved there.

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### ***Mary Newberry Mentorship Program (Carlisle Froese)***

I have had one new applicant since my last report. There are currently two active mentorships.

I have been in touch with the regional reps and will be appearing in their meetings in this quarter to chat with members and promote the program. I will also be appearing in the national meeting in January to do the same.

The program is a little tight for mentors right now. I do not want to ask too much of the ones that we currently have so I am hoping that having these discussions will encourage people to think about volunteering their time.

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### ***ISC/SCI and a Mastodon Account (Alexandra Peace)***

The Society has accounts on several social media sites: Facebook, Twitter, and LinkedIn. We publish brief bits of news about the Society, often with links back to our website.



Recent events have caused significant numbers of people to leave Twitter. Many of them have gone to Mastodon.

After canvassing the executive committee, and with their agreement, I signed us up on mstdn.ca. We are @IndexersCanada@mstdn.ca.

All the posts that usually go to our social media accounts will now also go to this account. We will not leave Twitter at this time.

This is for information only.

## ***January 2023 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 January 7, 2023, we have 140 active members.

On a year-over-year basis, overall membership numbers have increased 9.4%. Canadian memberships have increased by eight and international memberships have gone up by four.

Since the last full report in November 2022, the total number of members has increased by eight. Listed memberships increased by four, basic memberships increased by three, while one more student member was added. The other membership categories were stable.

Paid memberships: Excluding honorary memberships, paid membership numbers are up 12.9% in the year since January 2022. Since the last report in November 2022, paid memberships have increased by seven.

<b>Comparative</b>	<b>Jan. 2023</b>	<b>Nov. 2022</b>	<b>Jan. 2022</b>
<b>Total</b>	<b>140</b>	<b>132</b>	<b>128</b>
Canada	113	107	105
International	27	25	23
Individual Basic	44	41	31

Individual Listed	78	75	72
Individual Listed (bursary)	3	2	3
Student	2	1	3
Emeritus	4	4	4
Institutional	7	7	10
Basic Trial	2	2	5
Paid Memberships	131	124	116
Honorary Memberships	9	8	12

### ***New members***

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

Anna Aridome, Brunswick, ME, USA; Individual Basic  
 Em Delaney, Craftsbury, VT, USA; Individual Basic  
 Marco De Petrillo, Saint-Laurent, QC; Individual Basic  
 Rachel Freedman Stapleton, Toronto, ON; Individual Basic  
 Pierre Joyal, Shanty Bay, ON; Individual Listed  
 Ælfwine Mischler, Cairo, Egypt; Individual Listed  
 Tanvi Mohile, Edmonton, AB; Individual Listed  
 Cordula Quint, Sackville, NB; Student  
 Jules Sherred, Duncan, BC; Basic Trial  
 Walter Strong, Yellowknife, NWT; Individual Basic  
 Brittany Vesterback, Surrey, BC; Individual Listed

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### ***/SCI Prairie Region Report (Liese Achtzehner)***

I held a regional meeting in early December and we had a new member join us, so that was nice.

We have two new Prairie and Northern Canada region members: one in the North West Territories and one in Alberta. The Alberta member is also our latest TIDE bursary winner.

I do not have anything for discussion.

## Treasurer's Report (JoAnne Burek)

The quarter from October 1 to December 31 had an increase in expenses as a result of international liaison travel and the renewal of Dropbox, Zoom, and website plugins. All of these amounts were within the budget.

Also in this quarter was the reimbursement of expenses from the 2022 Virtual Conference, for speaker thank-you gifts.

The change in financial position was -\$548.81.

	2022		2022	
	Sept 30	Change	Dec 31	
Cash Account	\$ 43,812.49	\$ (1,996.37)	\$ 41,816.12	
GICs	\$ 13,856.01	\$ 44.92	\$ 13,900.93	
Stripe	\$ 932.26	\$ 1,402.64	\$ 2,334.90	
<b>Total</b>	<b>\$ 58,600.76</b>	<b>\$ (548.81)</b>	<b>\$ 58,051.95</b>	

Income & Expense	Fiscal Year 2022-2023					2022-12-31		
	2022 Apr-Jun	2022 Jul-Sep	2022 Oct-Dec	2023 Jan Mar	Fiscal YTD	Budget	Var	
<b>INCOME</b>								
Membership	\$ 4,918.54	\$ 2,870.00	\$ 3,824.61	\$ -	\$ 11,613.15	\$ 17,535	66%	
Other Fees and Sales	\$ 130.00	\$ -	\$ 200.00	\$ -	\$ 330.00	\$ 550	60%	
Interest Income	\$ 2.46	\$ 52.78	\$ 44.92	\$ -	\$ 100.16	\$ 100	100%	
<b>TOTAL INCOME</b>	<b>\$ 5,051.00</b>	<b>\$ 2,922.78</b>	<b>\$ 4,069.53</b>	<b>\$ -</b>	<b>\$ 12,043.31</b>	<b>\$ 18,185</b>	<b>66%</b>	
<b>EXPENSES</b>								
Awards	\$ 125.05	\$ -	\$ -	\$ -	\$ 125.05	\$ 200	63%	
Bulletin	\$ 46.32	\$ 142.92	\$ 409.67	\$ -	\$ 598.91	\$ 770	78%	
Executive Expenses	\$ -	\$ -	\$ 887.89	\$ -	\$ 887.89	\$ 3,450	26%	
Membership expenses	\$ 1,979.04	\$ 2,097.81	\$ 2,096.63	\$ -	\$ 6,173.48	\$ 8,808	70%	
Membership Survey					\$ -	\$ 49	0%	
Mentorship Honoraria	\$ 90.00		\$ 180.00		\$ 270.00	\$ 360	75%	
Miscellaneous expenses	\$ 190.86				\$ 190.86	\$ 150	127%	
Operating Expenses	\$ 15.00	\$ 89.26	\$ 64.40	\$ -	\$ 168.66	\$ 120	141%	
Promotion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780	0%	
Software Services	\$ -	\$ -	\$ 389.67	\$ -	\$ 389.67	\$ 390	100%	
Volunteer Appreciation		\$ 55.62			\$ 55.62	\$ 100	56%	
Website and Listservs	\$ 80.10	\$ 541.70	\$ 354.79	\$ -	\$ 976.59	\$ 1,214	80%	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,526.37</b>	<b>\$ 2,927.31</b>	<b>\$ 4,383.05</b>	<b>\$ -</b>	<b>\$ 9,836.73</b>	<b>\$ 16,391</b>	<b>60%</b>	
<b>NET OPERATING PROFIT/LOSS</b>	<b>\$ 2,524.63</b>	<b>\$ (4.53)</b>	<b>\$ (313.52)</b>	<b>\$ -</b>	<b>\$ 2,206.58</b>	<b>\$ 1,794</b>	<b>123%</b>	
Extraordinary Expenses	\$ -	\$ -	\$ 9.33	\$ -	\$ 9.33	\$ 6,750	0%	
<b>NET BEFORE CONFERENCE</b>	<b>\$ 2,524.63</b>	<b>\$ (4.53)</b>	<b>\$ (322.85)</b>	<b>\$ -</b>	<b>\$ 2,197.25</b>	<b>\$ (4,956)</b>	<b>-44%</b>	
Net Conference	\$ 3,668.25	\$ 0.00	\$ (\$225.96)	\$ 0.00	\$ 3,442.29			
<b>NET PROFIT/LOSS</b>	<b>\$ 6,192.88</b>	<b>\$ (4.53)</b>	<b>\$ (548.81)</b>	<b>\$ -</b>	<b>\$ 5,639.54</b>			

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## ***Website Administration (Christine Dudgeon)***

Routine tasks were done during this period.

- Updated the Ewart-Daveluy Award page with 2023 application information and submission process.
- Updated website contact list and email forwarding for new executive members.
- Added new posts and updated pages as requested.
- Spent some time learning how to set up forms and functions of other website plugins.

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## ***BC Region Report (Judith Nylvek)***

I held a regional chat on December 7<sup>th</sup>. Two members attended.

### **Reports, Discussion**

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## ***Outreach Committee, January 2023***

The Outreach Committee consists of TIDE (The Inclusion, Diversity and Equity committee), Publishers Outreach, Users and Usability, and Technology and Skills.

For three years TIDE (The Inclusion, Diversity and Equity committee) has offered the Diversity in Canadian Publishing Bursary to achieve equality of opportunity for aspiring indexers belonging to underrepresented or marginalized groups. The intention is to spread goodwill and knowledge of indexing in diverse communities. This project is currently scheduled up to and including 2024. We of course want to keep it going past that!

We chose our fourth winner in November 2022. Here is a little bit about her: Tanvi Mohile is a PhD Candidate in the Department of English and Film Studies (EFS) at the University of Alberta (U of A) in Edmonton. She was born and raised in Mumbai, India, and she moved to Edmonton in 2018. She has a Bachelors in Microbiology and a Masters in English Literature.

Tanvi's love for words and books began at an early age, and she hopes to work in publishing after the completion of her degree. She has previously worked as an academic editor and a lecturer in Mumbai. At the U of A, Tanvi was the first intern to work at the University of Alberta Press under EFS' PhD Concentration in Editing and Publishing. Over the four terms of her internship, she learned the nuances of scholarly publishing, which further intensified her interest in the field. Since completing her internship, Tanvi has worked on several projects as part of research assistantships, the most recent of which involved editing a book manuscript and creating an index for it. This was Tanvi's first experience with indexing and led to her interest in developing the skill further.

Currently, Tanvi is engaged in research centring around authorship practices on online writing platforms as part of her PhD. Her research interacts with several fields, including book history, publishing studies, authorship studies, and fandom studies.

She is also the co-founder of Drafted Editorial Services, which offers editing and proofreading services in various disciplines, including the humanities and social sciences, economics, and management. When not working on her research or freelance business, Tanvi loves spending time with her husband and young son, playing with her cat, reading, watching films, and visiting cafes.

We also chose a six-month trial membership winner: Jules Sherred works as a commercial food photographer and stylist, writer and recipe developer, journalist, and outspoken advocate for disability and trans rights. His website Disabled Kitchen and Garden and his cookbook CRIP UP THE KITCHEN (May 2023, TouchWood Editions) were born out of the need to include disabled people in the conversation around food. You can visit him online at [julessherred.com](http://julessherred.com)

TIDE had a zoom with Tanvi and Jules at the end of November to make sure any questions were answered (there was lots of discussions about all kinds of topics!)

## ***Publishing***

Siusan does not know if anyone has picked up the torch. Has this been added to the communication person's duties? Please note Siusan still has envelopes and paper that were bought by ISC to use for this project!

Is there an update on Emily LeGrand's presentation to universities? The idea was that she was going to present info on indexing and the society to

professors and workers at universities in person. This was before COVID of course! It's a super idea and Siusan really hopes it comes to fruition!

### ***Users and Usability***

Now that things are opening up across the country, having some volunteers to research possible tabling events would be really helpful. For example, Word on the Street will be held in Toronto in summer/fall. Other WOTS fairs are possible in other parts of Canada. We've been trying to get to The Festival of Literary Diversity (FOLD) for years, but it hasn't happened! We even have a banner for in-person events! If you can give some time, or know of possible volunteers, please get in touch! [siusanmoffat@gmail.com](mailto:siusanmoffat@gmail.com)

### ***Technology and Skills Group***

No movement here. This group focuses on new technologies and how it impacts indexing. Society of Technical Communications (STC) would be a great sister society to ISC. We have many of the same skills and both organizations know the importance of indexes! Volunteers needed here too!

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### ***Ewart-Daveluy Indexing Award Committee (Audrey McClellan)***

The Ewart-Daveluy Award Committee was asked to prepare a recommendation for ISC/SCI board re when the award winner will be announced (always at the AGM? at the conference when it's in person, and if so, at the banquet or during the daily conference events?) and how No Winner announcements will be handled.

The award committee discussed the possibilities and decided the following:

**In-person conference:** The award winner should be announced at the banquet. This especially makes sense if part of the award is banquet tickets. Announcing at the banquet keeps the E-D Award with the announcement of the Tamarack Award to celebrate outstanding indexers, and it publicizes the award. The banquet is generally on the first day of the conference, so people can discuss the winner and the award at the banquet and on the second day of the conference.

**Virtual conference:** There should be a slot (15 minutes?) designated in the middle of the first day of the conference for announcement of the award winner. There are usually more people at the conference than at a virtual AGM, and the conference includes non-members. Announcement on the first

day allows people to discuss the winner and the criteria, even if there is no award.

### **No Award**

This should be announced at the conference as well as in the usual press release. If the committee's decisions for when to announce at in-person/virtual conferences are accepted, it means members will expect to have an announcement during the event, and there will be time set aside for it.

In-person: We debated whether a No Winner announcement was good to have at the banquet, as it's a bit of a downer, but it does make sense to be consistent as it keeps the main ISC/SCI awards together, makes conference organization straightforward, and gives a chance for a short statement on what the committee looks for in an index. On the other hand, there is usually an opportunity for a short announcement during the daily proceedings of in-person conferences, so a No Winner could be announced on the afternoon of the first day between sessions.

Virtual: There will be time set aside for the announcement, so it makes sense to just announce No Winner in the time allotted rather than leaving a gap.

In both cases (virtual and in-person), making an announcement gives the committee an opportunity to talk about award and what it's looking for in a winning index.

The procedures document doesn't specify who will announce winner/no winner at conference. We discussed this briefly and concluded that someone from the committee should make the announcement if possible (recognizing there might be a year when no committee member attends an in-person conference).

We did discuss announcing the award results at the AGM. This didn't seem as good a place as the conference. There are usually fewer people attending AGMs, and they are all members, so we don't get the broader reach that comes with conference. Although not everyone at a conference attends the banquet, they will hear about the award on the second day—and there could be an announcement of the winners of both the E-D and Tamarack Awards included at the start of the second day. As well, the AGM usually comes after the conference, so the winner has to wait till the following year to win their banquet tickets.

We weren't sure if a decision had been made to have virtual AGMs from now on. If the AGM is held at an in-person conference, that would be another place to announce No Winner. But for the reasons given above, we think it makes sense to announce a winner or no winner at the banquet.

### **2023 01 14 Executive Committee Travel**

The ad hoc committee (consisting of Heather Ebbs, Christine Jacobs, and Ruth Pincoe) worked on the form and executive committee queries. They suggested two changes to the form, and answered the queries as follows:

- 1. We were asked about refusing someone if there were more than three applicants. The policy specifically states (p 2) that "reimbursement is not limited to a set number of awardees," so we would not refuse someone if there were more than three applicants.**
- 2. We were asked about criteria for rejecting applications. Given that this policy is available to all current executive members and only to those people, we do not see any need for rejection of applicants; hence there is no need for developing criteria for such.**

The form is below (for the record) and is also in the board/travel/executive committee folder.

Please submit the form to Christine Jacobs [cmjacobs@johnabbott.qc.ca](mailto:cmjacobs@johnabbott.qc.ca) with a cc to Heather Ebbs [hlebbbs@gmail.com](mailto:hlebbs@gmail.com) and Ruth Pincoe [ruth.pincoe@gmail.com](mailto:ruth.pincoe@gmail.com).

### **ISC/SCI Executive Committee Travel Application Form**

Name of Applicant	
Place and Date of Meeting	
Place of Residence	
Proposed Travel Dates	



Cost and Method of Travel*	
Amount Requested	
Dates of Most Recent Two Face-to-Face Executive Committee Meetings Attended	

\*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

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## **2023 01 14 Humanities Congress Advertising (Alexandra Peace)**

### **Background**

In 2021, at the request of a member, we looked into advertising with the annual Humanities Congress. We decided to advertise over the longer period, as they promised to give us the information about how many people clicked on our ad and when. We thought this information would allow us to determine which period to advertise for in the following year.

As it turned out, the Congress wasn't able to give us that information. We decided to advertise for the shorter period anyway ... but somehow, never actually contacted them.

### **About the Congress**

From their website: "Congress is Canada's largest gathering of academics, and one of the largest in the world. It's a place to hold critical conversations of our time, hear from a diverse set of voices, refine ideas, and build partnerships to help shape the Canada of tomorrow. Put simply, Congress is the convergence of scholarly associations, each holding their annual conference under one umbrella. Find out more at: [www.federationhss.ca/en/congress/about-congress](http://www.federationhss.ca/en/congress/about-congress)."

The Congress is "Canada's largest gathering of academics, bringing together more than 8,000 participants each year."

- 8,000+ attendees
- 87,000+ Congress website visitors (2022 stats)
- Social and traditional media reach of over 1 million

### ***This Year***

This year, the Congress will take place at York University from May 27 to June 2. Many of our members index for humanities academics. Having a presence on the website or in the hall (or both?) would be beneficial for those members.

### ***Advertising Opportunities***

There are various possibilities ([full details](#)):

- website ad for 3 months: \$850
- website ad for 6 months: \$1500
- item at publication table: \$500 (plus cost of printing bookmarks)

### ***Discussion***

Should we advertise? If so, how and for how much?

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### ***Query about financial reporting, January, 14, 2023, Executive Meeting (BC Region)***

From Lisa Fedorak:

Query - Minutes Sept 17/22

I request that the Executive Committee implement standardized financial reporting of financials.

For the past three years I have noted that ISC/SCI's financial reporting is not presented in a standard form and thus not able to be read without having the person who created the report on hand to answer questions. The minutes of 9/17/22 contain the same issues I have brought up repeatedly which are unreliable data due to input errors and a lack of reporting in a standard format.

The Treasurer's Report shows a Income/Expense report titled for the 2022-2023 year; however, the data presented is for 2021.

If the report was pulled from the accounting software, there would be no opportunity for human error as it would be automatically populated from the bookkeeping software. When I'd discussed this with the Treasurer earlier, aesthetics was the reason given for not using a standard report from the bookkeeping software. With yet again an erroneous report being submitted, I ask the Executive to consider implementing standardized reporting that includes a balance sheet and an Income/Expense report that are pulled from the bookkeeping software. These are basic reports that any bookkeeping software should be able to print out.

The "financials" on page 14 aren't in any standard format of financial reporting. There is no such document as "financials" and this is missing the years and inconsistent date formatting. Normally a balance sheet would be presented, however this report doesn't tell the reader anything of value as it is missing key information such as are there any liabilities or assets.

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## ***Website Health Report & Move Proposal (JoAnne Burek)***

### ***The Problem***

Earlier this year, we purchased the top level of Shared Hosting service with webnames, and it alleviated our resource problems for a while.

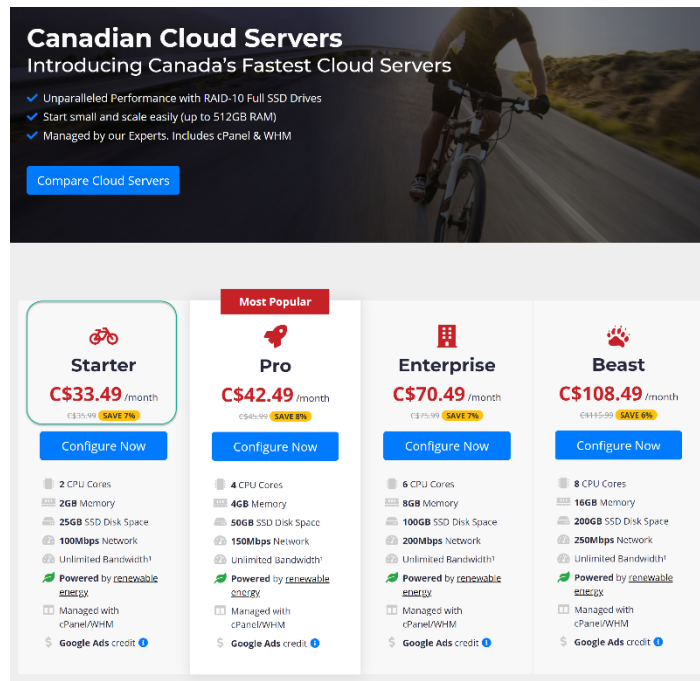
But then just before Christmas we discovered that scheduled renewal notices and many other automated tasks had not been sent since November 3. I talked to the technical support at webnames for help diagnosing the problem and to see if there is anything they could do to help the scheduled jobs go through.

In our discussion, he confirmed that our website has enough capacity most of the time, but occasionally it requires more resources than the fixed amount available to it. He recommended moving to a Cloud Server, which is a service that provides extra resources as you need it, for an extra charge. This would be ideal for our website, because it's only at certain times—such as when automated tasks are scheduled to run, or when Christine and I are working in the back end—that the extra resources are needed.

Unfortunately, webnames only offers Shared Hosting at this time, and we are at the maximum plan. So, we would have to move another hosting service.

I researched the offerings in Canada and found Web Hosting Canada ([whc.ca](http://whc.ca)).

### Who is Web Hosting Canada?



**Canadian Cloud Servers**  
Introducing Canada's Fastest Cloud Servers

- ✓ Unparalleled Performance with RAID-10 Full SSD Drives
- ✓ Start small and scale easily (up to 512GB RAM)
- ✓ Managed by our Experts. Includes cPanel & WHM

[Compare Cloud Servers](#)

Starter	Pro	Enterprise	Beast
<b>C\$33.49</b> /month <small>C\$375.99 <b>SAVE 7%</b></small>	<b>C\$42.49</b> /month <small>C\$424.99 <b>SAVE 8%</b></small>	<b>C\$70.49</b> /month <small>C\$770.99 <b>SAVE 7%</b></small>	<b>C\$108.49</b> /month <small>C\$1155.99 <b>SAVE 6%</b></small>
<a href="#">Configure Now</a>	<a href="#">Configure Now</a>	<a href="#">Configure Now</a>	<a href="#">Configure Now</a>
<ul style="list-style-type: none"> <li>2 CPU Cores</li> <li>2GB Memory</li> <li>25GB SSD Disk Space</li> <li>100Mbps Network</li> <li>Unlimited Bandwidth<sup>1</sup></li> <li>Powered by <b>renewable energy</b></li> <li>Managed with cPanel/WHM</li> <li>Google Ads credit</li> </ul>	<ul style="list-style-type: none"> <li>4 CPU Cores</li> <li>4GB Memory</li> <li>50GB SSD Disk Space</li> <li>150Mbps Network</li> <li>Unlimited Bandwidth<sup>1</sup></li> <li>Powered by <b>renewable energy</b></li> <li>Managed with cPanel/WHM</li> <li>Google Ads credit</li> </ul>	<ul style="list-style-type: none"> <li>6 CPU Cores</li> <li>8GB Memory</li> <li>100GB SSD Disk Space</li> <li>200Mbps Network</li> <li>Unlimited Bandwidth<sup>1</sup></li> <li>Powered by <b>renewable energy</b></li> <li>Managed with cPanel/WHM</li> <li>Google Ads credit</li> </ul>	<ul style="list-style-type: none"> <li>8 CPU Cores</li> <li>16GB Memory</li> <li>200GB SSD Disk Space</li> <li>250Mbps Network</li> <li>Unlimited Bandwidth<sup>1</sup></li> <li>Powered by <b>renewable energy</b></li> <li>Managed with cPanel/WHM</li> <li>Google Ads credit</li> </ul>

Web Hosting Canada is a Canadian privately-owned company based in Montreal. They have been in business since 2003. They offer the full range of services, including shared hosting, cloud, VPS, and dedicated servers.

I propose we start with the Starter plan, at \$33.49/month. Then we'll then assess whether the incremental costs of getting extra resources when we need them merits the next level of plan.

### What would it take to move the website?

A task list and quote to move the website and the emails was presented in the November 5, 2022 meeting (see appendix to this report).

**Full disclosure:** As I stated in the November meeting, Lee Stickles, my husband, has offered to be the contractor. He has the experience and is willing to do it. The fact that he is related to me is technically a conflict of interest, so I am disclosing it here.

My attempt to find a non-related contractor went no-where, as web design companies only want to do web design and are unwilling to take on a project like this. Another executive committee member discussed the task with her family member, and he said he was not interested.

### ***What if we do nothing?***

The obvious problem is that we will have to continually email members to remind them about membership renewals. We are currently doing this as a stop-gap until the website runs properly again.

But there may be other impacts we haven't discovered yet, which makes the situation even more urgent.

### ***Motions***

1. That we purchase the Starter Plan (at minimum \$33.49/month) from Web Hosting Canada immediately and start planning a move to take place by the end of January.
2. That we hire Lee Stickles to do the website move.

This report is for discussion

## Appendix

### Estimate for website move

	Responsibility		
	ISC	Contractor	
<b>Move project Phase 1</b>			
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		✓	
<b>Move project Phase 2 (Cleanup)</b>			
Move domain registration to new host	✓		
Cancel service with webnames	✓		
Update website documentation	✓		
<b>Contractor estimate</b>			
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

## ***Schedule for February to June***

<b>Budget Meeting</b>	tasks	Meeting April 1, 2023
<b>Quarterly Executive Meeting</b>	tasks	Meeting Thursday, June 8, 2023
<b>Annual General Meeting</b>	tasks for co-presidents	Meeting Friday, June 9, 2023

<b>Schedule for February to June</b>			
<b>Date</b>	<b>Task</b>	<b>For Which Meeting</b>	<b>Notes</b>
February	make sure all quarterly reports in a separate folder in your committee folder start adding names to the thank you list	AGM	Thank you list in Board/ meetings/AGM folder
February 28	financial statements arriving from JoAnne	BUDGET MEETING	Look at the lines in the budget that you are responsible for, check you're your committees, and prepare a number to send to JoAnne.

<b>Schedule for February to June</b>			
<b>Date</b>	<b>Task</b>	<b>For Which Meeting</b>	<b>Notes</b>
March 11	Only send in reports that need a discussion or a motion.	BUDGET MEETING	
March 25	financial reports due to JoAnne	BUDGET MEETING	Don't be late; JoAnne only has one week to put the budget together from these figures.
March April 1, 2023	This is where we go through the budget that JoAnne has created from all our wish lists and cut things down to make a balanced budget.	meeting	
March 31, 2023	call for annual reports Don't forget to ask for reports from the committees you are liaison to.	AGM	These can be composed from sections of the reports from over the past year.



<b>Schedule for February to June</b>			
<b>Date</b>	<b>Task</b>	<b>For Which Meeting</b>	<b>Notes</b>
April 21, 2023 seven weeks before the AGM	annual reports due	AGM	Try not to be late, as the annual report has to go out to members, and your poor co- presidents need to collate!
May 5, 2023 five weeks before the AGM	look over documents that will be going to members for the AGM	Annual General Meeting	These include the following: call to meeting, agenda, financial statements, slate of nominees, motions, annual report.  They will be mailed out on May 12, 2022.
May 18, 2023	call for reports	quarterly executive committee meeting	full set of reports
June 1, 2023	reports due for quarterly executive committee meeting	quarterly executive committee meeting	Please do not be late on these, as your poor co- presidents will be up to their ears!

<b>Schedule for February to June</b>			
<b>Date</b>	<b>Task</b>	<b>For Which Meeting</b>	<b>Notes</b>
June 8, 2023		quarterly executive committee meeting	
June 9, 2023		AGM	

**Notes for Executive Committee**

There are three meetings:

- budget meeting,
- quarterly executive committee meeting, and
- annual general meeting.

In this table, these meetings are colour coded.

There is a lot to do, so do as much as you can beforehand. Some of the things you can do to make things easier:

- Make sure all your reports from the past year are in a separate folder in your position folder in Dropbox.
- Start your annual report now, with info since the last AGM so that you can just add the final quarter report at the end.
- Start your list of people to thank now. Document in meetings: AGM folder.
- Make sure you are on time with your financial reports to JoAnne and your annual reports to Alex, otherwise it leaves them very little time to get things collated and out to the next person.