

## **ISC/SCI Executive Meeting Minutes, Approved**

**April 1, 2023, 1 p.m. EDT**

Present: Jolanta Komornicka, JoAnne Burek, Christine Dudgeon, Julia White, Vicki Gregory, Liese Achtzehner, Maggie Billard, Barbara Cuerden, Ronnie Seagren, Alexandra Peace, Margaret de Boer, Patti Phillips

Regrets: Judith Nylvek, Judith Clark

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

Jolanta called the meeting to order 1:02 Eastern Time.

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

Motion to approve Agenda (Ronnie/Christine). Carried.

### **3. Approval of Minutes: January 14, 2023 Executive Meeting**

Discussion of Regional Reports. As a general privacy matter, because these are public-facing documents, when names are not germane, leave them out. The regional representative's name will still be attached to the report.

Correction to Eastern Canada report.

Motion to approve the January 14, 2023 Executive Meeting minutes with amendment (JoAnne/Vicki). Carried.

### **4. Consent Agenda**

Motion to approve Consent Agenda (Jolanta/Liese). Carried.

### **Regional Updates:**

- a) Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)
- b) British Columbia | Colombie-Britannique (Judith Nylvek)
- c) Central Canada | Centre du Canada (Ronnie Seagren and Maggie Billard)

## **Committee Reports:**

- d) Conference 2023 (Alexandra Peace)
- e) President's Report (Alexandra Peace and Jolanta Komornicka)

## **5. Items for Discussion**

- a) Awards (Liese Achtzehner for Audrey McClellan)

The awards committee recommends we print certificates and mail them out to people who won awards during Covid, making this a budget item.

Budget discussion on certificates and banquet tickets was tabled till we discussed the budget.

The committee also requested the executive approve a “no-winner” statement, for last year and in the event it happens this year, leading to a fuller discussion of past practices, applicants’ expectations surrounding the awards process, and places where the statement will appear.

Motion to approve statement language for no-win award with the addendum that the committee add to the awards page that awards are not necessarily given every year. (Jolanta/Liese). Carried.

*Action:* The Awards Committee will determine precise language for that page. The committee will mail out certificates to people who won awards during COVID.

- b) Names for Thanks, Spring Schedule (Alexandra Peace)

Spring schedule: Alex is working through it and will send out a call for reports today. In two weeks, Alex needs annual reports, because they need to get out one month before the AGM.

*Action:* Alex will send out call for annual reports today.

*Action:* Members need to send annual reports to Alex within two weeks (or by April 15<sup>th</sup>).

A separate question was asked about community engaged research. Jolanta will check on this.

Thank yous: Alex asked that executive members please get names in on time and double-check names for thank yous. This recognition is important to the executive and to the Society because volunteers keep our Society going.

*Action:* Members should send their list of names to the file “Executive Meeting minutes and Reports”: the thank you forms are in there.

*Action:* Ronnie will email her list to Alex.

### c) Budget (JoAnne Burek)

Alex asked if it would be helpful for her to provide a lay person’s overview of what the budget meeting entails: the executive committee agreed.

In short, we don’t want to spend more money than we bring in. As treasurer, JoAnne tells us what we spent last year to help ISC/SCI decide how much we can spend the coming year.

In other words, do we need to spend more or less? All the money needed to run the organization (operational budget) is the same as what we bring in.

It cost \$20,000 to run the organization last year (2022). So planning for a worst-case scenario (e.g., we had to close down the organization) means keeping an extra year’s operating expenses in reserve (\$40,000).

Currently, we have a lot of money on hand: \$58,000

That still leaves us with approximately \$18,000, which could be used to provide benefits for members (i.e., bursaries, Learned, etc.).

We need to decide what we will spend the surplus on next year (2023).

*Action:* JoAnne to add conference budget addendum to the minutes.

The ISC/SCI budget was presented in two parts: the operating budget and the conference budget. The *conference budget* is its own thing. We typically expect to break even, but this is over a number of years. Some years we might expect a shortfall, but that is okay because some years we are over (new policy) and that is carried over each year.

The conference surplus fund has been building and can be used to subsidize in-person conferences.

One outstanding item noted was that last year’s conference financials for 2022 still need to be approved.

*Action:* The 2022 conference report will be discussed at the next executive meeting in June.

JoAnne shared her screen and went through the operating budget line by line with the executive, beginning with the Income section, noting the largest amount came from membership fees.

Next, JoAnne took the executive through the Expenses section, where the following issues were discussed:

**i. Ewart-Daveluy Award**

The Ewart-Daveluy expenses for banquet tickets for last and this year's winners, and the mailing of certificates was added to the budget.

**ii. Conference**

The conference committee chose to subsidize the banquet this year so that more people would attend, meaning that line item in the budget may change. The question is whether to include the subsidized or unsubsidized amount plus tax/gratuities.

A member suggested we make a note for consistency each year, in case future conference committees decide to or not to subsidize.

JoAnne added that item to the budget.

**iii. Executive Committee Travel and Meeting**

Executive travel for in-person conferences included a one-time only travel top up of \$3000, added to Executive Expenses, and located under extraordinary expenses, due to the conference being held in Newfoundland.

Because we are receiving a deal on conference rooms, the usual meeting costs of \$1600 are actually closer to \$1000.

**iv. The Indexer**

The *Indexer* subscription is based on number of members, so that cost fluctuates depending on the number of members.

**v. Mentorship Honoraria**

Is there any reason for society to keep that \$10? A suggestion was made that mentors get the whole \$100.

*Action:* Margaret will take the idea back to Carlisle for input.

**vi. Webinars**

Alex noted the Webinar committee needs money for Vimeo. In theory, recordings will be sold for \$10. Vimeo costs \$106 plus taxes. A line item was added to “Software Services.”

**vii. Promotion**

The publishers’ outreach committee requested more money as they are reaching out to more publishers.

Dates for Word on the Street in Toronto and “Word” (rebranded) in Vancouver haven’t been finalized, but the executive agreed to set aside \$300 to cover a booth in both cities.

Where should paper costs for Word on the Street/Word be included? A new line item was added under Promotion to cover Printed materials (bookmarks, etc.), for this and any upcoming conferences, to the amount of \$300.

**viii. Translation**

Every year \$200 is set aside for translation. JoAnne would like to clean up the website and make it more user friendly. After this, Alex will get the website translated.

In sum, regarding operating expenses, ISC/SCI is bringing in more than we are spending. Good work to everyone for staying within the budget.

[BREAK for 10 minutes]

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**ix. Extraordinary Expenses**

The discussion about expenses continued with Extraordinary Expenses, which included the five TIDE bursaries and the Executive Travel top up.

Since we don’t have an in-person conference next year, do we need to keep the additional \$3000 for the 2023–2024 year? [It was a one-time only top up.]

**x. Funds in Reserve**

Currently, ISC/SCI sets aside an emergency reserve of \$40,000, which leaves approximately \$22,000. From this remainder, \$10,000 is already earmarked to be spent this year. We’ll be at \$50,000 at the end of the year (once we include conference deficit costs).

The executive committee discussed this with the following comments, questions, and concerns:

- Members agreed we can afford to spend some money, particularly given that we are a non-profit. Planning for two years is a lot.
- We definitely need to plan for one, but what about 18 months?
- We need a reserve, but \$62, 000 is a lot and we should spend it on our members. We're covering our expenses, so we need only a modest reserve.
- The reason we have money is our members, so it should go back to members in a way that builds the society.
- Do we need a formal rule, to ensure the surplus doesn't dip too low?
- Many expenses will not be recurring items (i.e., Congress--this year we have people attending in person, but we won't every year). Some years will be more expensive.
- One member suggested this is a uniquely important year and time for our profession, and we need to raise our profile in as many ways as we can (e.g., the growth of CHAT bots), particularly post-pandemic.
- Should we make a motion that says we have 1.5 times the annual operating budget or that whatever our membership number is, we add \$10, 000?
- JoAnne screen shared a pie-chart displaying operating expenses/fixed costs (necessary for members) as well as discretionary costs. She also clarified that if our membership numbers go down, our fixed costs go down.

Motion to approve a policy that we keep *at least* one year's operating expenses in reserve, with the amendment of "at least" added (Alex/JoAnne). Carried.

#### **xi. Registering as a non-profit:**

JoAnne suggested we may need to spend some money to save money, by registering as a non-profit. We may/will need a lawyer.

There are tax advantages and we may be able to get discounts as a non-profit. JoAnne suggested we put aside \$2000 for this in the budget for the coming year. The item was added to the budget under new projects.

Once JoAnne has the information, the executive will vote on the whole budget.

*Action:* In the meantime, JoAnne will get quotes before committing us--Under Someday.

Maybe the lawyer can walk us through the process. Barbara volunteered to be part of the process later in the year.

## 6. Action Items

Alex proposed that Action Items be moved to the next meeting.

Lending Library Note:

Carlisle and Margaret have some things to finish with the lending library policy. We can wait or vote on it sooner through email vote.

## 7. New Business

### a) Editors Canada conference sponsorship (Jolanta)

Editors Canada is holding an in-person conference the weekend after ours (June 17<sup>th</sup>) and expecting about 150 attendees. Jolanta outlined three levels of participation available to us in the exhibitors hall.

Members agreed that as a sister organization having editors know more about us and what we do would be helpful to our members. It also allows us to stay on top of editing trends. A decision was made to have volunteers staff a booth in the exhibitors hall as well as have an executive member attend sessions and report back.

Materials for the booth might include bookmarks, books for display, and display copies of the *Bulletin* as well as brochures (see below).

Motion to purchase a \$500 sponsorship for this year (Alex/Jolanta). Carried.

Motion to purchase one registration for a member of the executive to attend (Alex/Ronnie). Carried (one abstention).

*Action:* Alex suggested that Ronnie and Maggie organize the booth (e.g. call for volunteers).

*Action:* Jolanta to buy a booth, one registration, and request that an additional (generic) registration be included in the cost.

*Action:* Alex will mail display copies of the *Bulletin* to Jolanta.

Members discussed what the best print item for explaining what indexers do might be. What about a brochure that addresses the importance of human versus computer-generated indexes?

*Action:* Alex, JoAnne, Jolanta, and Judith C. will prepare the brochure. Ronnie to edit

### b) Budget, revisited

The following new budget items were added:

Editors Canada booth \$565 plus conference registration \$451, plus tax

Non-profit registration fee \$2000.

So, at year end, we'd have approximately \$48, 000.

*Action:* JoAnne will create a pdf to put into the minutes.

Motion to approve the budget (Ronnie/JoAnne). Carried unanimously.

### **c) Publishers' Guidelines**

Alex proposed that Publishers' Guidelines be moved to the next meeting.

*Action:* Alex and JoAnne to deal with 2022 Conference Report from Lisa.

*Action:* Vicki and Barbara are not able to attend the conference, so co-presidents will make it possible for them to attend meeting online.

## **8. Next Meeting**

Thursday, June 8, 2023, 9:45 am, Murray Premises, St. John's, Newfoundland.

[Lunch provided. Boat tour at 2pm.]

## **9. Adjournment**

Meeting adjourned at 3:58 p.m.