

ISC/SCI Executive Meeting Minutes, Approved

Thursday, 8 June, 2023, 9:45am Newfoundland

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

Participants: Jolanta Komornicka, Liese Achtzehner, Julia White, Christine Dudgeon, Margaret de Boer, JoAnne Burek, Maggie Billard, Alexandra Peace, Patti Phillips, Ronnie Seagren (Online: Vicki Gregory, Céline Parent) (Guests: Tanvi Mohile, Wendy Savage, Emma Johnson)

Jolanta called the meeting to order at 10:00 a.m. Atlantic/NFLD time.

2. Approval of Agenda

Motion to approve Agenda (JoAnne/Liese). Carried.

3. Approval of Minutes: April 1, 2023 Executive Meeting

Motion to approve Minutes from April 1, 2023, as written (Liese/JoAnne). Carried.

4. Consent Agenda

People gave hearty thanks to the Conference Committee.

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

Regional Updates:

- a) Central Canada (Ontario) | Centre du Canada (Ronnie Seagren and Maggie Billard)**
- b) Prairies and Northern Canada | Prairies et Nord du Canada (Liese Achtzehner)**
- c) British Columbia | Colombie-Britannique – nothing to report (Judith Nylvek)**
- d) Eastern Canada | Est du Canada (Jolanta Komornicka for Barbara Cuerden)**

Committee Reports:

- a) Archives – nothing to report (Alexandra Peace for Christine Jacobs)
- b) Awards (Audrey McClellan)
- c) Book and Periodical Council (Ronnie Seagren)
- d) Bulletin – nothing to report (Vicki Gregory)
- e) Community Engaged Research Report (Jolanta Komornicka)
- f) Communications (Judith Clark)
- g) Conference 2023 (Alexandra Peace)
- h) Congress of the Humanities and Social Sciences Report (Jolanta Komornicka)
- i) Publishers' Letter – nothing to report (Judith Clark)
- j) Finances – nothing to report (JoAnne Burek)
- k) Outreach – nothing to report (Ronnie Seagren for Siusan Moffat)
- l) International Liaison (Margaret de Boer)
- m) Library (Margaret de Boer)
- n) Membership (Julia White)
- o) Mentorship (Carlisle Froese)
- p) New Indexer Resources Committee – nothing to report (JoAnne Burek)
- q) President's Report (Alexandra Peace and Jolanta Komornicka)
- r) Survey Committee – nothing to report (Wendy Savage)
- s) Web Administration (Christine Dudgeon)
- t) Webinars – nothing to report (Matthew MacLellan)

5. Items for Discussion

- a) Reading the Call to Meeting (Jolanta Komornicka)

Executive members were reminded to read the full Call to Meeting so executive work is easier. Reports are not always required, but a response is helpful.

- b) Bursary for Members (Ronnie Seagren)

A question arose as to whether someone who is already a member of ISC/SCI can apply for a bursary. The call for applications goes out at the end of June.

Alex first provided background context. The original Special Projects committee was formed to find ways to spend money accumulated by the Society.

TIDE formed as a diversity committee and requested money to do outreach. They developed the bursary program to reach people from structurally disadvantaged communities. In the beginning, the bursary was given out once annually. The committee decided to do it for five more years.

- Editors Canada was engaged in the same process (with differences)-- information about this will be in the November TIDE report.
- Up until this year, most applications came from people who were not ISC/SCI members. This year one applicant was a member; hence, the issue under discussion.

Question 1. After how long as a member can someone apply for the bursary?

TIDE committee's view:

- Should be open as it may help new indexers become and maintain work as indexers
- Should be available for one year so that a new indexer can figure out if they want to do this work
- May or may not want or have to take a course in indexing
- Not professional to exclude people before they've taken a course
- More serious possibly (If they apply)
- Makes sense in the life trajectory of this career

Question 2. Can people apply again in their second year if they don't get a bursary in the first year?

Discussion (Question 1): Can members still apply within the first year?

Members against:

- The bursary is for people who *might* want to be indexers. The curious can still come to regional meetings without having to join the Society; can read about indexing, etc.; there is still a lot they can do.

Members in support:

- They can learn what it is like to be an indexer (vs. indexing).
- What about removing the diversity/equity criteria? There are other reasons people might not be able to apply or are prohibited from joining the Society (SES, incarceration, etc.)
- How do we reach out to people who don't know about the Society and, therefore, the bursary?

Although the committee does outreach work, more could be done; for example, considering who receives the email announcement and exploring more avenues for communication.

- We shouldn't penalize people who've been excited or engaged. It's not entirely clear that people can attend regional meetings if they aren't a member of the organization.
- New and long-term members both said that though they felt welcome to attend meetings, there was an expectation that they become a member.
- There are other benefits associated with the bursary apart from membership (course, etc.), that members under one year should be eligible to apply for.

The question of “who the bursary should be for” is the next stop.

- What about considering other places for reaching out (i.e., Indigo)?
- A year feels like a long time-frame.
- If we change the time frame to between 6–9 months, new members need to be made aware of this information.

- Technology is changing and there are more kinds of indexing and ways of doing it. As more people from different professional tracks find out about indexing, more of them may drop in to the Society (for example, editors, etc.).
- In response to the “one year” question: that isn’t long for people who attend only casually from the professional side.
- People from marginal or disenfranchised communities may have more complicated lives, so one year isn’t a long time.
- The point is to be generous and support people. The bursary began with our wanting to find ways to spend money and support members.
- For example, one of our winners is applying indexing to oral histories of Black communities. We want to support this ongoing work.
- Is it possible to have two levels/versions of the bursary: membership and course?
- How many people apply on average?
 - We receive between 2–12 applications per year
- The trick is how to identify people or narrow the criteria without using a means test.
- Does the committee look at other things? For example, how interested applicants are; what other interests or background do they have?
- This year TIDE has begun to interview the finalists.
 - If we agree to the one year time-frame, information will have to go out right away.
 - Information will go out in June and on website.
 - Runners-up get a six-month trial membership, but do not receive the *Indexer*.

- How many who take the trial membership tend to join?
 - We have had two notable successes in the past year or so.
- TIDE sends the information out to 200 or so organizations.
- Other avenues to continue exploring for communication: an article for the *Bulletin*, our website, and an email to members.

Action: Ronnie will add more information on the website.

Action: TIDE will do an evaluation for next meeting.

c) Incorporation as Not-for-Profit Project (JoAnne Burek)

We can book a free 15-minute exploratory call with a lawyer. JoAnne would like to do this with another member if possible, as two heads are better than one.

Discussion

- What is the cost to incorporate?
 - In Alberta, it is a one time fee of \$250 then nothing year after year.

Next steps:

- Do members want JoAnne to check any other law firms?
- Do any members want to work with JoAnne to work on this?
- Jolanta said she would help JoAnne

First step is the free 15-minute call.

What is the cost after the first 15 minutes for legal advice?

- That is the first question for lawyer. The treasurer reminded us that money (\$2000) was set aside for this in the budget.
- Would it be helpful to find out the benefits of incorporation?

- Yes. One known benefit is our status with Canada Revenue Agency (CRA). As a non-profit, we're eligible for tax benefits. We might be eligible for charitable status.
- If we incorporate, we'll also need Director's Insurance and will have to file tax returns.
- All questions for the lawyers.

Action: Jolanta and JoAnne to contact lawyer for exploratory call.

d) Mary Newberry Mentorship Program (Carlisle Froese and Margaret de Boer)

For Discussion and Feedback:

The mentorship program is in urgent need of mentors as there are mentees waiting, sometimes a long time. I suggest we put a pause on new mentee applications for a period of time until more mentors are available (Carlisle).

Discussion (Margaret):

- As discussed in the report, it is hard to find mentors. Should we put a pause on applications? While it makes sense, it would be unfortunate to do so.
- Carlisle has worked hard, approaching people, often multiple times. She doesn't want the current mentors to burn out and wants to find good matches (i.e., areas of expertise/interest).

Suggestions:

- Maybe make an announcement at conference?
- Maybe pause for three to four months, for now?

Main issue is how do we get mentors.

- What does Carlisle hear back as the problem from members who have been approached and decline?
 - TIME commitment
- Do mentors need more information?
 - There is already a lot of information in the package for mentors.
- The official package says a mentor needs five years' experience. Can we change that information/requirement?
- Since Jolanta (as co-president) regularly sends regional representatives a list of things to talk about, mentorship could be included each time.
- Would it be helpful to list the benefits for mentors?
- We could ask former mentors what they got out of it.
- What about sending out a mass email about being a mentor?
 - Carlisle has done this.
 - But the benefits list is a good idea.
- One executive member said it wasn't clear what she was supposed to do as a mentor: the options were too wide.
- Someone who has been a mentor said the initial meeting, between mentor and mentee, is set up for this purpose: to clarify goals and expectations.
- Maybe Carlisle could mediate these initial meetings?
 - She has done this previously; however, the narrow understanding agreed upon rarely applies. There is a range in what's done because of where people are coming from. As mentor, you are not supposed to share something you aren't able to do.
- What about having a *Bulletin* article about this? This was done a few years ago. Maybe we can do this again? Can we reprint the article?

Vicki said that she and Stephen ran the article, which drew on in-depth research with mentors.

Action: Vicki will contact Margaret and Carlisle with that article.

- How long, on average, does it take to find a mentor?
 - Finding the right match is what takes time.

JoAnne offered to help Carlisle with this program.

- Should we vote on whether to pause the program for awhile?
- What if we don't officially pause, but give Carlisle some time (two-three months) to catch up?
- We could recommend Carlisle keep taking applications, but let her know what the executive is doing to help her out. However, if she is feeling the burden we should pause.
 - Carlisle is very prompt and attentive, and is worried about the delay. Her concern is for mentees not herself.
- Since JoAnne is on many committees, the executive recommended her assistance be temporary. In turn, the mentorship program was put on the list of volunteer requests.
- JoAnne said she could take over as liaison for Margaret when she steps down.
- Another factor/issue is imposter syndrome among indexer and copy editor people, who still after 10 years don't feel qualified!
- They would be ideal mentors for people who do both (indexing and copyediting) and apply for mentorship.
- Remember that we also come with lots of other experience from other/previous work, which we bring to this work.

e) Social Media Campaign (Jolanta Komornicka)

For Discussion

Jolanta suggested we re-start the social media campaign, with the language as it is. While fine-tuning can always improve things, the worry is that we're letting perfection be the enemy of the good at the expense of our marketing campaign.

Discussion: "12 reasons to be a member campaign"

The suggestion is to restart the campaign with language as it is, to get it going rather than delay. However, the list of 12 things needs rewriting.

- JoAnne and Liese offered to help with re-writing.
- What is the timeline?
- Céline is the new communications person, and her role is to redirect responsibility to the appropriate person. She volunteered to be on the "12 reasons" committee and Liese agreed to be Chair. Ronnie will review the draft, so they can get it out before the October meeting.
- There is no need to have more than 2 reasons to start, and then work on the remainder.
- *Action:* Céline to write up a paragraph to bring to next executive meeting.
- *Action:* JoAnne, Liese, and Jolanta will work together on the what/how of re-writing and will write a brief report.

f) Confirmation of Two Position Descriptions: Membership Secretary and Communications Director

Periodically, the Society should update position descriptions for the executive committee members.

This year, position descriptions for membership secretary and communications director were updated by Judith and Alex.

Motion: *Alex moved that the position descriptions for the membership secretary and the communications director be approved and placed on the website.*

Motion to approve (Alex/Jolanta). Carried.

It would be helpful to look at fields (communication) at the next regional meeting, to have available names for who is on a list and how to call them [this point remains unclear].

The co-presidents will be contacting regional representatives within the next few months. They will ask what reps want to see in the reports from the Membership Secretary, so it can go in the procedures list.

Over the next year, Alex will continue to update position descriptions (which she has been working on over the last six years).

Are people aware there is a procedures manual for the regional reps?

6. Action Items

- Who is the liaison for the Survey committee?
 - Christine volunteered to take on the liaison role. Wendy can contact Christine.

NB. For every committee there has to be a liaison on/from the executive committee (to ask for reports, etc.).

Survey committee: One of the questions for this year's survey was to assess the AGM hybrid model and members experiences.

Action: Christine will contact Wendy for the survey committee.

- Webinar liaison is found (Jolanta Komornicka).
- Community engaged research project produced a lot of information. Which points should go up on website?
 - Myths, FAQs, NIRC resources.

Action: Jolanta, Christine, and JoAnne will have a meeting about this.

- JoAnne also wants to revive NIRC.

New committee to form. Jolanta and Maggie will meet (about an ad hoc committee), to keep track of who's doing what, etc.

Jolanta and Alex are working on how to get the name of ISC/SCI out there.

JoAnne added a list of items to the Treasurers role.

7. New Business

a) Changing ISC/SCI Mailing Address (Jolanta Komornicka)

A new official mailing address is needed to take over from Mary Newberry. Jolanta offered her address temporarily.

Questions were asked about the cost, location/ease of access, roles/responsibilities, and privacy implications.

- Whoever may receive cheques is one part of the equation. Part two is the signing role--depositing cheques--so the roles should go hand-in-hand.
- To make it easier, the official address and depositor should be attached to the same person.
- On average, we get five cheques per year.
- Alternatively, Jolanta could mail cheques to JoAnne, treasurer, still keeping Jolanta's address as the official one.
- Ideally, the next address should be the treasurer's, especially if we incorporate.

MOTION: to approve Jolanta's address be the official mailing address (Alex/Ronnie). One objection. Carried.

- Privacy concerns were raised. Think about everywhere the address is listed: website, receipts, mailings, all documentation.

- We also need to consider all of these locations when making the address change, because Mary Newberry is officially away.

Action: Ronnie will keep a list.

Jolanta is comfortable providing her address for the time being. Privacy concerns are something to think about for next time. Having a physical address may matter when we become incorporated--whether we can have a P.O. Box.

b) BPC Indexing Workshop (Ronnie Seagren)

The Book and Periodical Council meets 4-5 times a year, comprising editors, designers, etc. Ronnie attends some meetings, but is looking for a replacement. BPC is a good place to meet people. The upcoming AGM is next week. If anyone is interested, let Ronnie know.

Ronnie spoke to the co-ordinator about introducing us to publishers, so that indexes to books are regularly included on Amazon (see report), because that remains a choice (made by author or publisher).

She recommends that we do a half-hour workshop with publishers in the Fall. ASI did a similar thing in the US (an introduction to indexing).

- We could ask Stephen Ullstrum because he's just gone through the process of publishing his book and may be familiar with steps and obstacles. Ask Devon Thomas. Alex has slides of the past presentation.

Jolanta offered to help with this.

- How do we want to proceed?

Action: Jolanta and Lisa will meet to discuss having a conversation with publishers. Jolanta also offered to do a presentation with BPC.

There are, thus, two separate things: BPC presentation (specific to publishing professionals) and education/information. Can we design a presentation that people in different regions/contexts can tweak?

More importantly, the Association of Canadian Publishers member group within BPC needs to see the presentation.

Maybe ask Vicki to put something in the newsletter, and we could encourage members to attend publishing 101 recordings (information is in the report).

c) Moving ISC/SCI Listserv (Jolanta Komornicka)

The advantages and disadvantages of moving our ISC/SCI listserv were outlined by JoAnne and compared to less user-friendly platforms (bulletin board press, ISC slack account, etc.).

- Many of the solutions are more expensive, onerous, and bigger than the issue. Concern was expressed that moving platforms will stop conversation.
- Do we stay as we are? Let members know they can save email if the discussion is important.

Another issue is time lag: not universal.

Executive agreed to leave things as they are.

Action: Jolanta will take this back to Judith.

d) Side-by-Side Working Video Chat (Jolanta Komornicka)

The benefits of side-by-side working programs using Zoom were outlined. There are guidelines. Editors Canada is using the chat format and some ISC/SCI members have used it. One member has made their Zoom account available. Might this be an added benefit for members--to have a separate Zoom account? The cost is about \$250/yr., you don't have to book it, and it can be opened at anytime. Everyone would have the link and password.

Member queries:

- Isn't Zoom overkill--leaving it running the whole time--versus a free Skype account?

- What about a trial account?
- Editors Canada has a facebook group for Neurodivergent members.
- What about a six-month trial period, starting in September, with open-ended access, after which we reassess?

Someone to write up something for the *Bulletin*.

MOTION: Alex moved that we have 6-month trial period (month by month) available to members starting in September 2023.

Motion to approve (Alex/JoAnne). Carried.

- Might we discuss after four months instead of six--which feels too long?

Action: Write up for *Bulletin* and then to communications committee. (Jolanta Komornicka)

Action: Jolanta and Christine to set up Zoom account for September for four-month period.

The account could be included in the list of 12 benefits of membership.

e) Publishers Guidelines (Jolanta Komornicka)

Moved to next meeting.

f) Next Meeting

Saturday, September 9th at 2:15 EST was proposed. Same day as national video chat.

g) Adjournment

Motion to adjourn the meeting (Alex/Ronnie). Carried.

