

ISC/SCI Executive Meeting Minutes, Approved

September 9, 2023, 2:15 p.m. EDT

1. Welcome (Jolanta Komornicka and Maggie Billard) and Roll Call (recording secretary Patti Phillips)

Jolanta called the meeting to order at 2:18pm EDT.

Participants: Maggie Billard, Jolanta Komornicka, JoAnne Burek, Jess Herdman, Emma Warnken Johnson, Margaret de Boer, Alexandra Peace, Céline Parent, Judith Nylvek, Wendy Savage, Tanvi Mohile, Ronnie Seagren, Patti Phillips

Regrets: Christine Dudgeon, Vicki Gregory

2. Approval of Agenda

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

3. Approval of Minutes: June 8, 2023 Executive Meeting

Motion to approve the June 8, 2023 executive meeting minutes (Maggie/Jolanta). Carried.

4. Consent Agenda

Motion to approve the consent agenda (JoAnne/Ronnie). Carried with one abstention.

Regional Updates:

- a) Central Canada (Ontario) | Centre du Canada (Ronnie Seagren and Emma W Johnson)
- b) Prairies and Northern Canada | Prairies et Nord du Canada (Jess Herdman)
- c) British Columbia | Colombie-Britannique (Judith Nylvek)
- d) Eastern Canada | Est du Canada – (Wendy Savage)

Committee Reports:

- a) Archives – no report (Alexandra Peace for Christine Jacobs)
- b) Awards (Audrey McClellan)
- c) Bulletin – no report (Vicki Gregory)

- d) Communications (Céline Parent)
- e) Conference 2023 (Alexandra Peace)
- f) Conference 2024 (Maggie Billard)
- g) Publishers' Letter – no report (Jolanta Komornicka for Mercedes Brian)
- h) Finances (JoAnne Burek)
- i) International Liaison (Margaret de Boer)
- j) Membership (Tanvi Mohile)
- k) Mentorship (Carlisle Froese)
- l) New Indexer Resources Committee (JoAnne Burek)
- m) President's Report (Maggie Billard and Jolanta Komornicka)
- n) Web Administration (Christine Dudgeon)
- o) Webinars – no report (Jolanta Komornicka for Matthew MacLellan)

5. Items for Discussion

- a) Bookkeeper (Maggie Billard)

The executive committee voted previously to provide funds for a bookkeeper to review the ISC/SCI's books.

Maggie has been looking for a bookkeeper to provide quotes for the cost of a one-time review of our books and a regular review of our books--with timing yet to be decided (i.e., annually, quarterly).

Maggie had a discussion with Liz Spencer of www.lizspencerbookkeeping.com/, who is a member of the Canadian Bookkeeper's Association, Ontario. Her quote was \$45/hr., and she could start in December 2023.

Jess offered to contact someone she knows who has non-profit experience and report back to the executive committee.

Members agreed the bookkeeper should have experience with not-for-profits and specifically professional associations. Although we are not incorporated, we are a not-for-profit professional association.

- A question was put to our treasurer: Are we in a rush?

Anyone could look at our books, as we are looking for feedback on basic practices. As a non-profit, whether incorporated or not, we hold ourselves to higher standards, so that distinction doesn't matter.

No new motion was made.

b) ICRIS (Margaret De Boer)

Two items were raised for discussion:

- forthcoming issue of *The Indexer* being edited by ISC/SCI
- future engagement with publishers

1. The Indexer

Mary Coe indicated that an upcoming issue of *The Indexer* is being edited by ISC/SCI next year. It is good that we as a Society are involved, but it came as a surprise to Margaret.

The discussion then focused on clarifying the process and keeping the executive in the loop with this.

Discussion:

Although it did not come through official channels, a couple executive members said they'd heard rumours about a proposed Special Issue and one executive member was contributing an article.

- Is it a single special issue about the NFLD conference, with an individual ISC/SCI member as guest editor?
 - Mary Coe didn't specify the guest editor's name, but referred to ISC/SCI as editing the issue.

Margaret will go back to Mary Coe to ask about the process and what the expectations for ISC/SCI are. We as a Society could also ask the guest editor if they need help with the Special Issue.

- Would it be helpful to have a liaison or committee, since someone has already volunteered to do the guest editing?
- Are any policies and procedures required?
- What is the scope of the Issue at this point? How many articles is the guest editor expected to provide, etc.?
- Which issue of *The Indexer* will it be?
 - It is believed to be either November/December 2023 or February/March 2024.

- Deadline may have moved because of slow submissions.
- Do the articles need to go through copy editing? What is the process of guest editing?
- Who is responsible for the copy editing--guest editor (ISC) or the journal editors?
- What is ISC/SCI's responsibility?

The executive agreed the Special Issue needs to be edited by professional copy editors, which is a lot of work. Generally, guest editors are only responsible for content not copy editing, but we need to find out since ISC/SCI as a whole is being represented.

Action: Margaret will draft an email, and show Alex and co-presidents before sending it to Mary Coe and the guest editor.

In sum, we need clearer communication about the process.

2/ Future engagement with publishers:

Chair would like a report by their next meeting about what we plan to do (e.g., writing or requesting a meeting with publishers or doing education).

Lisa and Alex had an informal conversation at the NFLD conference about communication with publishers.

After the conference, there were discussions about the executive committee writing a letter to Palgrave-McMillan, asking the press *not* to give authors two options for indexing (one being a keyword list) but recommend they hire a professional indexer instead.

Lisa also wanted to do a session with CUP to find out more about the production process--not sure that anything has been done on this yet.

- Should we act on this? We were fired up at conference after the keynote address, but, realistically, will our objections be heard when, as one indexer pointed out, it's cheaper to do inferior indexers?
 - Other efforts might be more fruitful--such as talking to authors (who have more control as we found out and more power than they know).
 - Jola agreed that it's been hard to compose the letter to Palgrave-McMillan. We could take it to Editors Canada, too.
 - One member noted that we got the (implicit) message from publishers that we as a Society aren't able to make much of an impact on their process.

- Another member suggested that speaking to authors directly and general word of mouth seems to be more effective, noting a conversation with one author who'd read the *Globe and Mail* article and began searching for professional indexers, but did not find our website in her search.
- How do authors find us? Most authors don't know about indexers.
- Testimonials from authors matter--how does this fit in with public outreach?

In the end, the proposed letter to Palgrave-McMillan was abandoned.

Instead, we will continue to reach out to publishers and pursue outreach at key conferences where we meet authors, editors, and others. This initiative should fall under the purview of the Outreach committee.

Lisa is putting together panel conversations with publishers--in progress--within the next year or two.

Alex previously wrote an article for the *Bulletin* showing members what the Society's executive has been doing in the area of Outreach. The article was a summary of all the things our Society has been doing.

- Did the article go on the website? Or in the *Bulletin*?
- Which keywords might we use to find it?
 - Maybe Dropbox?

c) Hard drive purchase (Jolanta Komornicka)

It is the presidents' responsibility to backup the Dropbox folder on a regular basis, to ensure there's no loss of information or documentation. To do this, each of the co-presidents use a hard drive. Jola has one (Tere's old one, purchased by the Society), but Maggie is in need of a hard drive.

Motion to approve the Society authorize the purchase of a hard drive for Maggie Billard for use as co-president of the Society for the purpose of backing up Society materials, chiefly those stored on Dropbox (Alex/Ronnie). Carried.

Maggie will purchase the hard drive and submit receipt for reimbursement.

d) Incorporation Proposal (JoAnne Burek)

Since we have no legal status (see report), we essentially operate as individuals, raising the question of how we got insurance for Congress this past spring.

JoAnne proposed that we pursue incorporation, due to our large bank balance and our ambitions, and for the personal protection of our volunteers.

Discussion:

- Are there any cons to incorporating?
 - Cost is one.
 - We have to file taxes, not pay taxes.
- Will we be registering or incorporating?
 - It means the same thing.
- We will need to do an annual audit as part of best practices.
 - JoAnne said this is not necessarily costly--it can be a volunteer thing versus paying \$2000–3000. We don't need to use professional auditors for our small society.

As to whether we should take the lawyer's package (approximately \$2500), or the alternative one-hour review (\$540 plus HST), this needs discussion.

At some future date, when and if we are incorporated, JoAnne will be recommending Directors & Officers Liability Insurance (median cost is around \$1200/year).

Discussion:

JoAnne recommends we take the package as we may be missing something if we take only the one-hour review.

- Is the review attached to a particular province?
 - JoAnne understood it to be federal, but we may also need a provincial focus. We'd probably use Ontario because more members are based there and our address is in Ontario.

We also have to have a founders name--somebody alive who can sign off.

One member said that incorporation feels like a bigger thing needing more discussion.

Jola was at the meeting with JoAnne and thinks incorporation makes sense, bringing advantages down the road. Coverage for ISC/SCI members serves the interest of the membership, offers legal protection, and we have money in bank.

Maggie noted the fact that we didn't have any insurance was a surprise; that kind of protection for ISC/SCI is important (for example, if we reneged on holding the Conference at Murray Premises).

The executive committee agreed that insurance is a benefit.

JoAnne outlined the next steps (actions). She will get hold of the lawyer to tell him we are going ahead, he'll send us stuff, and we will write our bylaws (our constitution will work for now, but we may need a few more things/bylaw requirements).

There will be more periods of hard thinking as executive.

- Will we have more time?
 - We will probably have to pay the lawyer something up front.

Motion to approve that JoAnne take necessary next steps toward incorporation and contact lawyer toward incorporation, spending up to \$3000 (Alex/Maggie). Carried. One abstention.

e) Web development and Support (JoAnne Burek)

We had to upgrade because we ran out of space. We are paying \$10 more a month. In her report, JoAnne provided a list of best practices.

JoAnne recommends that we adopt these best practices and attempt to clean up the accounts.

Discussion:

Members agreed the list of best practices is great. Rather than going through the practices list individually, the discussion focused on how we should proceed (logistically).

Number 1: JoAnne and Christine can go through this now on their own--JoAnne is willing to do that (delete the junk). *Action*.

Number 2 and 3: leave those for now, but change practices in the future going forward.

Number 4: If people are getting unsubscribe messages do that

Number 5:

- Which email is on the executive list? Indexers.ca or personal?

- Tanvi said it's both.
- What if we switch to all personal emails for executive list (for example, Call to Meeting messages)? Does that sound okay?
 - Yes.

Action: Tanvi will remove all the indexers.ca emails and leave the personal emails for executive list.

If you have a long chain, going forward, delete the long chain.

For now, we should (1) clean up junk in indexers.ca, and, (2) unsubscribe (delete trash).

Go to browser to login.

- Are we okay with JoAnne doing that--checking at indexers.ca and getting rid of spam?
 - Yes.

Going forward, request was made for people pay to attention to their address and keep cleaning up messages.

Action: JoAnne will check emails at indexers.ca, getting rid of spam, and put previous stuff in Archives.

Action: executive members will adopt best practices for email going forward and JoAnne will put the list in the Board Binder.

Jola thanked JoAnne for all her work.

f) Web content author names (JoAnne Burek)

Our current website practice is to not put author names on posts. The idea is that all content is a group effort.

However, with the advent of AI, it is more important than ever to publish authors' names, especially on original content, which will be of the most interest.

For true group efforts, such as announcements, we can use committee names (e.g., "Ewart-Daveluy Awards Committee"). For original content (e.g., Jannaya's work on NIRC), we should include the author's name. For older content, and all other posts, we could have "ISC/SCI Editor."

- Do we agree?

- Yes, all members are in support.

Action: JoAnne and Christine will work on that--adding names to existing posts and will adopt the practice for going forward.

g) Book and Periodical Council (Ronnie Seagren)

The Book & Periodical Council met on June 22, where Ronnie reported on our June conference. The next member hub is October 11, 2023.

The membership dues for 2023/24 are due.

The email also has a form to appoint a member as a delegate to the BPC representing our association for the year 2023/24.

Discussion:

- Who should be the delegate for this coming year? Ronnie can continue, but it might be good to have someone who is doing more indexing.

Two possibilities have come up:

- 1) The Association of Book Publishers of British Columbia would be interested in a presentation about indexing.
 - 2) The BPC as a whole has also expressed interest in a presentation.
 - Ronnie reminded us that to look at her report if we want to understand what goes on at the council.
- Do we want one person or two as reps?

BISG (Book Industry Study Group). Ronnie has notes on what is being done in the US (Devon Thomas, Kate Mertes)

The two presentation options are good because they connect us to the publishing process and how indexers fit within it.

Ronnie doesn't want to do the presentations, but is happy to work with someone else on this.

Alex did a presentation to UK editors--very interesting questions raised.

Alex and Jola are willing to adapt a new presentation and take it to BC and BPC.

Actions: Ronnie and Alex had agreed to work on the original presentation. Jola and Alex will meet with Ronnie and prepare one presentation for publishers.

Ronnie and Jola will meet to adapt the publisher presentation and create a template for presentations that others can use in their work with authors, editors, and universities.

Jess volunteered to be part of this project or be a liaison with BPC or act in a support role (also with Canadian Association of Learned Journals).

h) Outreach (Ronnie Seagren for Siusan Moffat)

TIDE is having a meeting in about a month, for people interested in membership in the Society. A report will be available at our next meeting.

Mercedes said she would do the direct mailing to publishers. Judith Clark has been doing it for past two years and has updated the list.

Action: Ronnie will be in touch with Mercedes, who should be in contact with Judith about publishers letter (and to take over stuffing/ mailing).

Tide and Outreach committees got lumped together, but some things don't meet in this category. Siusan should probably focus on TIDE (leaving the usability and technology group), and we could have someone else be responsible for other initiatives suggested by her.

Action: Ronnie will follow up about the statement from Siusan about Jola and Don meeting about ISC/SCI having booths at conferences such as SSHRC.

i) Conference 2022 (Lisa Fedorak)

All the recommendations are mainly for the next conference.

Land acknowledgement: Mary did a four-page piece on how to do this.

Action: Ronnie will talk to JoAnne about where to put this on the website.

- Could Ronnie ask about where to put this, for the next Conference chair, since it's going to be an online conference?

New Agenda item added: Conference 2023 (Alex Peace)

(See report)

- Should Alex make the index (for fun) publicly available?
 - Yes. What about putting it on our blog--with a tag to past conferences?
- What about on Linked In? Are more people using this site since the Twitter/X controversy?
- What about social media in general?
- Discussion about what kinds of things/processes/content goes to social media communication. What is the process (for executive knowing about it) and what goes to Céline for distribution (so as not JoAnne having to be responsible for it)?
- Everything goes to Céline first as a funnel, so that information is in one place. Then Ren posts it.
- JoAnne and Céline should be communicating about all things to be shared --big announcements as well as other information/new content that is to be externally communicated (e.g., student project).
- What do we want externally communicated?
 - If yes, send it to Céline and Ren will know what to do with it.
- What goes to the members side only vs. external (public-facing)?
 - Community/external information does go to Céline, but also things that go to ICRIS, for example.
 - For any new content, co-presidents make decisions about what goes to Céline.
 - The communications person and co-president can later (in procedure policy) come up with what goes on our front-facing website and develop a system.
 - Anything that is to be externally advertised: send to Céline.
- Sounds like the start of a content marketing plan. Creates buzz around ISC/SCI (authors, editors).

Actions: JoAnne will put together a content marketing plan, be responsible for posting of land acknowledgement; Céline will write up a policy and add to procedures document--with the addition that she and co-president will communicate; Ronnie to review land acknowledgement.

Action: Alex to send index to attendees and to Céline as to where else it should go.

Céline asked that people add a blurb with the content they send: “I don’t know where this should go,” for example.

j) Bourinot’s Rules (Jolanta Komornicka)

In July 2022, the executive passed an email motion that the Society would reimburse any incoming president for the purchase of a copy of *Bourinot’s Rules of Order*, up to \$20.

Motion to approve that the executive confirm the purchase a copy of *Bourinot’s Rules of Order* for Maggie Billard, up to \$20 (Jola/Ronnie). Carried.

k) National Video Chats (Jolanta Komornicka)

National meetings have become haphazard. Clarification is needed. How can we make this simple and clear.

- How do we know who is running the next meeting, when looking at the calendar?
 - It’s in the folder regional reps--which goes until December.
 - November 8th, Wednesday, Ronnie and Emma are next (Central)

I propose that the co-presidents be in charge of the logistics (zoom, web calendar, notices sent to members) of the National Video Chats, with the regional reps continuing to run the meetings and select the discussion topics.

Action: They will be responsible for doing this (making it easier for the regional reps).

6. Action Items

7. New Business

a) Co-reps voting (Jolanta Komornicka)

Article 8: Amendments

Discussion:

We shouldn’t bother changing the constitution: co-reps are floating, we vote by consensus anyway, so not worth changing.

- Ronnie said the central co-reps represent nearly 70% of our members (or 2/3rd); it’s been helpful to have a co-rep when she is busy; if it’s a question of voting, Ronnie would rather the other person have the vote instead of she. To participate in decisions is an important thing.

- Does it require amendment or is it an operational thing?
- One member says: we change the constitution. Significant number of members are in Ontario.
- If more members are in Ontario, maybe it's more representative (that they have two votes)?
- Could we alternate voting at meeting, without identifying as junior/senior reps? This same member expressed being nervous about changing the constitution, which was hammered out long before us.
- Maybe in a few years time we might combine western coast and prairies.
- Maybe we could have a Western region one day.
- If we do make a change, do we need to list the number of reps and where they are, or do something simpler (all regional reps and co-reps more generally)?
- And if we are incorporating, we'll be looking at bylaws down the road anyway.
- Before we start changing things, think about succession; the number of regional reps might also change; we may need to list them if we incorporate.
- In the case of BC--don't conflate who shows up to meeting with representation. Bylaws wouldn't change anything, but everyone who has a vote should be an elected person. Members have to know who they are voting for and who represents them.
- Other organizations members participated in have directors, but their specific roles aren't fixed until later, or they only specify quorum. We want the constitution to allow for changes down the road according to what we need.
- The constitution is what doesn't allow the Central co-rep, who has been elected by members, to have a vote.
- What does the role say in the constitution (about whether she can vote)?
- For now we say, "oops we made a mistake," and we revisit this in six months time to one year.
- Does the number of regional directors refer to the position or people?
 - It does say 11 officers, plus 12th as past president.
- One proposal is at the next AGM we take out the specific numbers from Constitution.

- Until then, allow either of the Central co-reps to vote, and at the next AGM make a change to the constitution that allows for some flexibility.
- Asking that the proposal be sent to the membership by email would allow both members (who were elected as co-reps) to vote.
- One member gave an example of another club, where old wording was sent along with new wording, and a link to a survey, so the club members didn't have to wait until AGM.
- The proposal is like a special general meeting, but, unfortunately, the constitution says the "annual" general meeting.
- We should think about this when we look at bylaws.
- Another member thought this stipulation means the "minimum" number of general meetings that you can have. It doesn't seem to preclude having a special general meeting before then.
- Maggie suggested we decide on two options: One of the central co-reps not vote for now or we propose an amendment and mail it out, with enough time for people to respond, allowing us to loosen restrictions on the number of directors. We could then call a separate meeting (change constitution).
- One member said they were okay with this, but it may be unconstitutional.
- Another noted that what was happening before was also unconstitutional.

Motion to approve that the executive committee draft a proposed amendment to the constitution, to be sent out for the membership to vote on, to change the number of voting officers (Joanne, Alex) Carried.

We will send the amendment to members via email and if two thirds of members agree on change, the co-rep can vote. To be ratified at next AGM.

Co-reps are still permitted to second a motion; they can do everything else, but vote.

Action: Maggie will work on the wording of the amendment.

b) Publisher's guidelines (Jolanta Komornicka)

Moved to next meeting in November.

8. Next Meeting

Next meeting proposed for November 11th 2pm EST.

9. Adjournment

Meeting adjourned by Maggie 5:22pm EST.

Fiscal “Word of the Day”: 5 minutes discussing or answering a question related to fiscal matters.