

ISC/SCI Executive Meeting Minutes

Saturday, March 12, 2022, 2:30 p.m. EDT

1. Welcome (Alexandra Peace) and Roll Call (recording secretary Carlisle Froese)

Alex Peace, Christine Dudgeon, Lisa Fedorak, Tere Mullin, Jolanta Komornicka, Julia White, JoAnne Burek, Margaret de Boer, Vicki Gregory, Ronnie Seagren, Liese Achtzehner (regrets: Judith Clarke, Jason Begy)

Called to order 3:30pm EST

2. Approval of Agenda

Lisa moved to add discussion of the conference 2022 (membership) to the agenda. The agenda was amended to add this discussion to 4b and finances were moved to c. Tere moved to approve the agenda as amended. Jolanta seconded. All in favour. Passed.

3. Approval of Minutes

The approval of the January 15, 2022, Executive Meeting minutes was pushed to the April meeting—the next regular executive meeting.

4. Items for Discussion

- a) Jason Begy resignation and communications about

Alex read the communication to the Executive Committee of the ISC/SCI which was sent from Jason; it included an update and apologies.

Action: Alex to send a card thanking him for his service.

Tere Mullin was welcomed as the new ISC/SCI co-president.

Action: Alex and Tere to notify members via website, email, and the *Bulletin*. Judith to send a press release to external groups and to social media.

The executive reviewed the piece that Jason wrote acknowledging his stepping down and the piece Tere wrote to introduce herself as the new co-president and it was suggested that these could be used as part of the communications that go out. It was suggested that they may need an introduction for external use.

Action: Executive was given 48 hours to look and make any comments.

Discussion moved to the fact that this change in leadership means that the ISC/SCI needs a new eastern rep. Some suggestions were made, and a few members may be approached by Alex.

This sparked a small discussion of volunteer positions that needed to be filled as things shift. The New Indexers Resource committee needs new volunteers. These positions would be taking input and adding content, with opportunity to write creatively.

Action: Regional reps were asked to bring this call to their meetings to see if they had any members that were interested in volunteering for this committee. Volunteers could be new or more experienced indexers. It was mentioned that these positions might be a good opportunity to learn.

Tere moving also leaves an opening running the Mary Newberry mentorship program. The documentation for this is done. The volunteer in this position works to make connections between mentors and mentees, keeping everyone organized.

As discussion on volunteers ended, it was brought up that Kaitlin Littlechild might be brought in to speak at a national chat. It was suggested that another vehicle, such as an ISC/SCI webinar, would be a more appropriate vehicle.

b) Conference 2022 (Lisa Fedorak)

Last year there was a query and it has come up again because there are institutional members who want attend the 2022 ISC/SCI Conference. These institutional members want to know if they can share the conference with their co-workers/people. The ISC/SCI does not currently have an institutional conference fee. The Conference Committee would like to set one up (a \$200 registration fee was suggested) so that institutions can do this.

It was offered that there could be an interim one. One person from the institution would be charged \$100, two \$150, and any more would be \$200. After discussion, it was decided that this would get too complicated. One fee for an institutional member is more clear cut.

It was suggested that the maximum number of institutions that would be taking advantage of this option would be three anyway (taking out the parliamentary indexers). The groups are not large. The committee thought that it wouldn't be a huge number that would take advantage of this opportunity but that it could be worth having.

Motion: Lisa moved that the ISC/SCI set a rate for the virtual conference for institutions that will be double the individual rate so that they can share the recordings with their colleagues. Ronnie seconded.

Further discussion followed. It was asked how the fee would sit with institutions as it is double the individual. The executive thought that the fee would allow people to share the conference with colleagues without feeling bad. Discussion turned to the size of the fee and there was the thought that a smaller fee might be more appropriate as the groups are smaller. It was mentioned that the whole office will not be attending at the same time. It was suggested that the motion be changed to one and a half times the individual fee for institutions. The benefit of the institutional membership is that it gives everyone in the office *The Indexer*, but for the conference only one member of the office gets the member discount. It could make sense to do one and a half to send one person to the conference then share the recordings with the whole office. This year the major focus is sharing the recordings since the 2022 ISC/SCI conference is virtual; attendance is not the issue.

In this case, complications come forward with presenters, as to whether they are presenting on behalf of themselves or on behalf of their institution. This issue is limited to virtual conferences as the in-person ones are not recorded. However, there are costs with the in person that need to be recovered.

Motion amended: Lise moved that the ISC/SCI set a rate for the virtual conferences for institutions that will be one and a half times the individual conference fee so that they can share recordings with their colleagues. Passed.

Action: Lisa will bring this information forward to the Conference committee.

5. Finances (JoAnne Burek)

JoAnne screen shared the budget to go through line by line with the executive. Alex shared the thanks of the exec committee.

First, JoAnne took the executive through the income section.

Second, discussion moved to how the conference should be included in the budget.

Issues on this subject included the following:

- Conference needs to be included in some way in the budget, as the members need to know about all the money coming in and going out.

- Conference is charged with breaking even over time, but will sometimes have a profit.
- However, if the conference finances are included in the main budget, then the bottom line is not representative of the state of the Society. This is because of the timing of the conference and the fiscal year of the Society.
- Some people felt that this didn't matter; it could be explained to the members, and that it needed to be included as line items in the budget.

Third, JoAnne took the executive through the expenses section. Some of the following issues were discussed:

- The Ewart-Daveluy Award expenses for banquet tickets and so forth will resume when the conference returns to be in person.
- Executive expenses will return when the conference is back to in person, as the executive committee that happens at the conference needs to be paid for. This executive meeting is organized by the conference but not paid for by the Conference Committee. However, discussion showed that the Conference Committee will be able to provide the information and break down of potential cost.
- Executive travel for in-person conferences means that new indexers on the executive will be helped with travel if needed. Exec travel bursaries are for travel for face-to-face meetings. It has been suggested that more executive meetings move to face-to-face, but it was decided that discussion of this to follow another time. There will be no face-to-face executive meetings this year.
- JoAnne explained that the international liaison travel is based on formula estimate and rounded out. ISC/SCI policy says that meals are not paid for, just 50 percent of flights and accommodation.

The discussion moved back to the conference's appearance in the budget.

- Lisa noted that at last year's budget meeting the executive decided to include the conference in the budget and pointed out the conference should be in this year's budget.
- Conference 2022 revenue is estimated to be \$6,000 and expenses are estimated to be \$4,500.

- The budget will have a surplus, and the Society has a policy on what to do with the surplus.

[Lisa left – 3:45]

After the break, the discussion continued. Members were unsure as to what the best way to include the conference would be.

- It was suggested that there was a vote to address the conference numbers so that there is something from executive to help moving forward with this issue.
- There could be with or without options to view the budget.
- Profit/loss could include with and without conference; this prevents any surprises next year.
- What is being reviewed here is the final budget to be voted on later.
- Clarification was asked for surrounding where the conference money is kept. It is the same bank account. It is money allocated by the exec to the committee.
- The expenses for 2022 have yet to be incurred. This means that the timing for the budget is off kilter, creating this issue.
- It was suggested that membership should be voting on something to agree that the ISC/SCI will be spending money on the conference. Allocation of funds should be voted on. However, there is an understanding already that the ISC/SCI is going to run a conference.
- Could there be a line like "other new projects" for the conference amount to be what would cover the conference? Other expenses?
- Could there be separate statements for each conference? Or could a way be found to make it clear that it is next year? Could there be a simplified budget for presentation to members? Separate budgets, yearly expenses, and conference, so that membership could vote on both.

Discussion moved on to the following:

- What is the decision that members make on the conference budget? What do they need to know? Financial statements already give the members a break down of the conferences? Cross-reference to budget? What was firmly

concluded was that the executive wants members to know where the money is, what it has come from, and what it will be used for. This is vital. The issue at hand is where and how this is done so that it is the clearest for the membership.

- Financial statements don't show what the ISC/SCI wants to spend money on. Membership only votes on the financial statements. Budget is the numbers behind what the ISC/SCI plans to do next year.

Agreed to: The ISC/SCI presents the budget in two parts, which are both what it is planning to do, with a look back on the previous year. There is a conference part and the non-conference part. The conference part is reserved separately because there is a specific policy dealing with any surplus (attendance to conferences on coast). This presents two statements, one with and one without (this has been done in the past with the financial statements). View of conference to be presented with the budget as its own section on the same page for the members.

The executive committee returned to the budget review of expenses.

Motion: Joanne moved that the ISC/SCI install BackUp Buddy at \$150 USD a year. Seconded by Ronnie. Passed.

[Jolanta left 4:35 pm]

[Julia left 4:45 pm]

6. Next Meeting: April 23rd, 2022, 2 pm EST

7. Adjournment 4:55pm EST

Change in Co-Presidents

Jason Begy

After a wonderful nine or so months of serving as co-president with Alex, I am stepping down. A career opportunity has come up that is simply too good for me to pass on, but it will require all of my focus and attention. The ISC/SCI has been an invaluable aspect of my indexing career, and I have especially enjoyed these past few years as part of the executive board. I leave you in Alex's exceptionally capable hands, and I hope you'll join me in welcoming Tere Mullen as she steps-in to take over for me.

Tere Mullin

Dear Colleagues and Friends,

It's lovely to be saying hello to you as your new co-president. I'm honoured and delighted to have this opportunity, and I'm very much looking forward to serving you as I learn and grow within this role.

I am relatively new to indexing, having started working full-time in early 2021. I enjoy working in a variety of scholarly subject areas within the humanities and social sciences, particularly archaeology and anthropology. Although I came to indexing quite by accident, as many people seem to, I now can't imagine doing anything else. My involvement with ISC/SCI has grown in tandem with my indexing practice, and I've had the privilege of serving as Eastern regional representative and coordinator of the Mary Newberry Mentorship Program.

I feel truly fortunate to be a member of this supportive and dynamic community, and I hope to pay it forward. I look forward to meeting you all at the next get-together. Until then, I wish you all a joyous spring!