

## ISC/SCI Executive Meeting Minutes

11 November 2023, 2 p.m. EDT

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

Participants: Jolanta Komornicka, JoAnne Burek, Maggie Billard, Vicki Gregory, Emma Warnken Johnson, Céline Parent, Christine Dudgeon, Margaret de Boer, Tanvi Mohile, Jess Herdman, Alexandra Peace, Carlisle Froese (guest), Ronnie Seagren, Wendy Savage (regrets)

Jolanta called the meeting to order at 2:02 p.m. EDT.

### 2. Approval of Agenda

Motion to approve the Agenda as drafted (Maggie/Jess). Carried.

### 3. Approval of Minutes: 9 September 2023 Executive Meeting

Motion to approve the minutes for September 9, 2023 (Jess/Vicki). Carried.

### 4. Consent Agenda

Motion to approve the consent agenda was passed with amendments: Jola will update the presidents' report and a member's question about awards and related fees was added to Discussion items for today (Alex/Celine). Carried.

Regional Updates:

- a) **Central Canada (Ontario) | Centre du Canada (Ronnie Seagren and Emma Warnken 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 (Maggie Billard for Wendy Savage)**

Committee Reports:

- a) **Archives – no report (Alexandra Peace for Christine Jacobs)**

- b) Awards (Jess Herdman for François Trahan)**
- c) Book and Periodical Council – no report (Ronnie Seagren)**
- d) Bulletin – no report (Vicki Gregory)**
- e) Communications (Céline Parent)**
- f) Publishers' Letter – no report (Mercedes Brian)**
- g) International Liaison (Margaret de Boer)**
- h) Membership (Tanvi Mohile)**
- i) Mentorship (Margaret de Boer for Carlisle Froese)**
- j) New Indexer Resources Committee – no report (JoAnne Burek)**
- k) President's Report (Jolanta Komornicka and Maggie Billard)**
- l) Web Administration (Christine Dudgeon)**
- m) Website Update Report (JoAnne Burek)**
- n) Webinars – no report (Jolanta Komornicka for Matthew MacLellan)**

## **5. Items for Discussion**

- a) Archives (no report)**
- b) Surveys (Jolanta Komornicka)**

Date change is required since this year it is a longer survey. Wendy proposed postponing the survey until January 2024.

**Motion** to approve the long survey be postponed until January 2024 (Jola/Maggie). Carried, unanimously.

### **c) Conference 2024 (Maggie Billard)**

The conference committee is down to a team of four. We need at least one more person for the conference, which runs from May 30–June 1, 2024.

Maggie, conference chair, spoke to Editors Canada and ASI and has confirmed there is no conflict with dates. Thus far, two proposals have been received. A keynote speaker is still needed and one more panel.

#### **Conference Budget:**

Maggie estimated that based on the 2021 and 2022 online conference numbers (of attendees and prices) keeping the same fees as 2022 or charging a bit more in 2024 would result in a profit. The main expense is the Zoom coordinator, quoted at \$6500.

Discussion:

Maggie asked the executive whether the cost quoted for a coordinator was too high. Given her prediction about how many people might attend, \$6500 would pay for a team of two (to do pre- and post- production work).

- Is Lee just sick of going it or does he need to be paid the competitive fee?
  - He feels we should try to find somebody else.
- As treasurer, JoAnne doesn't feel the cost is too high or out of our reach.

Given that the conference committee is down two people (4 vs 6), paying for a coordinator is a good benefit for the money.

- What does the job of zoom coordinator encompass?
  - It involves training session for all the speakers, 2 X 8 hours a day; going through camera work, mic work, when to log in and trouble shoot; managing the waiting room, quiz, breakout rooms, and the 'after the conference room'; and doing all production recording for viewing after the conference.
  - Lee did all this and wrote a report for the next person.
- The expense makes sense. Would the executive be more comfortable if we got another quote?

Maggie does plan to get one more quote.

Someone else mentioned that Liese's husband was also going to provide a quote.

- Are you asking the executive to give you a maximum dollar amount? What do you need from us today?

Maggie had two questions:

1) What is the maximum amount we want to spend on a Zoom coordinator? Then she can get quotes; and 2) Do we keep conference price the same, lower, or raise the price of the conference?

- According to the updated conference handbook, the issue had already been discussed. Most who register are early bird members (90%), though other types were not discussed.
- Members, generally, felt we should leave the price as it is, adding the conference has a good reputation outside of ISC/SCI.
- The handbook policies leave it as \$100. Were institutional members included in this year's estimate?
  - Yes: 4 were included in the 2022 report.

**Motion** to approve a pre-tax cap of \$6500 maximum to hire the Zoom coordinator for Conference 2024 (Maggie/Jola). Carried unanimously.

**Motion** to approve the executive keep the online registration fees for the 2024 conference the same as in 2022 (Maggie/Jola). Carried.

### **d) Incorporation Update (JoAnne Burek)**

JoAnne relayed that one member had a concern, spurring the need to send out something to members.

- How does executive feel about the points as laid out in the draft memo?
  - It is a very helpful memo.
- What is our timeline?

We have to come up with bylaws first and the constitution (JoAnne is going through the constitution paragraph by paragraph) adding things that should be in our constitution and noting things that don't apply to our case (e.g., loans and buying power clauses). She'll show the executive the draft [bylaws and constitution] first, then ask for volunteers to look at them, after which we take it to members to ratify.

- Technically, since September 26<sup>th</sup> we are a registered non-profit corporation. Most members probably think we already are.
- The executive needs to send out a communiqué to members that provides historical context for past discussions and shows what the executive has been doing over the past few years.
- The subject of incorporation was mentioned at the AGM in the budget, but further meetings have taken place.

The executive agreed we need to let members know, and Tanvi will post it in all the usual places. JoAnne will write a paragraph and ask if anybody would like to volunteer and help to work on the bylaws.

- It would be good to say what advantages are.
  - They (advantages) are described in the memo report.

*Action:* A short memo will be sent through the usual channels to membership to let them know what is going on. JoAnne will write it and send it to Tanvi (to send to members first) then Christine (for members only, not the public-side of the website, blog post). JoAnne will also ask for volunteers.

- Can the annual audit be done internally?
  - After reading the bylaws, and the required non-profit act, the answer is Yes. We don't have to hiring an outside auditor; we would form an audit committee and have someone do that.

Many thanks to JoAnne for all the work she has done and documents provided.

### **e) TIDE (Jess Herdman)**

Ronnie passed discussion of the TIDE report to the new liaison, Jess Herdman. Executive members expressed appreciation for the report, many saying they learned a lot. We now have a bursary committee, thanks largely to Siusan Moffatt, who worked for three years trying to get the bursary started. Gratitude was expressed in large measure.

Five Motions were put forward from report.

1) **Motion** to extend the bursary for five years.

A lengthy discussion took place about the origins of this equity initiative, the rationale for extending the bursary, what it pays for, the availability of funding for five years, and the Society's wider vision of reaching underrepresented communities.

- Each year \$1000 is earmarked, but we don't always spend that. The main costs are the indexing course, membership fee, and mentorship.
- The bursary is concrete, specific, and one small thing we can do to acknowledge systemic barriers, and it is within the budget for the next five years.
- Many people benefit, not just the main award winners. The bursary represents ISC/SCI as a welcoming, inclusionary space. The number of applications shows the need is there. It can only benefit the Society if we invite more people in, expanding their opportunities to join the Society. Similar to funding the zoom, other organizations are doing this because it is shown to have positive effects, because it lets people know there are more places for them to go.

Call on vote for the **motion** to extend the bursary for five years (Maggie/Celine). One opposed; Carried.

2) TIDE proposes we raise the amount and grant the bursary to two people (\$1500) TIDE also feels they'd likely be two good indexers.

- How many people did apply?
  - There were only two and both appear to be good candidates.

**3:47pm break for ten minutes.**

A question was raised about the process in relation to the budget.

- Might we consider only giving one as proposed in the budget?

The executive decided that since we have the money, having two winners, if both appear good, fulfills the purpose of the bursary.

**Motion** to permit TIDE to grant two qualified candidates this year (Jola/Emma). One opposed; Carried.

3) **Motion** to approve that TIDE offer two people a bursary in future years (Jess/Alex).

One member felt it should be assessed on a year-by-year basis.

A second agreed, since we don't know what our budgets will be like in the future, but with the understanding that TIDE is welcome to bring it to the board again.

Vote: **Motion** failed.

Though it failed, the executive agreed to TIDE coming to them on a case-by-case basis; not closed.

4) Motion to approve that TIDE put the SI course on their list of indexing courses with the total amount of the award being capped at \$1500 CAD (Jola/Alex). Carried.

*Action:* Jess to take the result back to TIDE.

Discussion:

The SI course is expensive and TIDE did not want to add it to the list. They provided three options instead.

- Executive members agreed that it shouldn't be added, adding the bursary can't be used for an SI membership, given this it is for our society.
- Mention was made that they index differently in UK--different method/approach.
- Why is it (SI) so much more expensive?
  - More mentoring; work with different indexers; they teach embedded indexing; more rigorous.
- Executive members prefers we say award gives up to \$1500 for an indexing course and not preference any particular course
- What about courses related to a society?
- We could also clarify to new indexers that they aren't prevented from doing indexes for British publishers/clients.

5) We need an EDI (Equity, Diversity, and Inclusion) statement, similar to those reflected in other organizations.

*Action:* the Society will formulate an EDI statement for the Society

- Who is responsible for it?
- Do we strike a committee to formulate an EDI statement or does this belong in TIDE?
  - Proposal made that TIDE draft an EDI statement.
  - After it's produced, the executive should see it.
  - This is already within the TIDE committee's remit. They already have the knowledge base to do this.
- The liaison felt it might be better to have an open call, to invite other perspectives.

○ Executive members know that TIDE exists, so they could join the committee. The executive was reminded that email motions are possible. If there is a need to move more quickly, we can have an email motion put to executive members before the next meeting.

*Action:* TIDE will draft an EDI statement and bring it back to executive.

- Is there capacity within TIDE to do this? Do you need more volunteers?
- Jess, the liaison for TIDE, asked if the executive was asking that volunteers be included. Can we put out a call to people who have experience drafting these statements?

*Action:* The presidents will include a call for volunteers in the *Bulletin*.

## **f) Finances (JoAnne Burek)**

JoAnne received advice from a bookkeeper, who confirmed the conference should be in the budget. Lisa was correct in saying that it is standard practice. From now on, the conference surplus needs to be shown as a liability in our budget sheet (as a line item).

## **g) Bookkeeper (Maggie Billard)**

Two options have been put forward. Which one should we hire?

Discussion:

- What are we looking for? A one time review or an ongoing bookkeeper?
  - Given the rates, we have to decide, especially since we have incorporated.
  - There is still a lot to pull apart. As for incorporation, all we have to do is provide a financial statement; we don't need to file returns.

Executive members were reminded that we agreed to a one-time review. The question is limited to which one we should hire. We need another conversation about future work.

*Action:* Maggie will make the decision and hire someone to review the books on a one-time basis.

## **h) Ewart-Daveluy award (2025)**

Do we tell the awards committee to adjust the fee based on them no longer requiring physical transmission of materials? Should we evaluate whether we can justify a \$30 fee?

Discussion:

Members asked what the fee is supposed to cover (e.g., mailing, awards).

- Could it be used to avoid frivolous entrees? Is it a barrier to people entering?
- Could we ask the awards committee if they've had push back?
- What about including a question in January's survey?

- Better that we (executive) discuss it ourselves since the survey is already long. There are, in fact, costs to putting the award in a frame. If the committee wants to change things, that's different. But it's not sounding like they do.
- Do people (the reviewers) volunteer or are they paid to evaluate index submissions?
  - They are all volunteers.

The executive sees no need to change the fee unless the committee does; if so, the executive is open to hearing the arguments.

*Action:* Jess as liaison will take the discussion back to the awards committee.

### **i) Lending Library (Margaret de Boer)**

Discussion and update: 5 packages sent out since spring. What are next steps. Carlisle here as guest today.

M: Window shoppers but not many borrowers. For those who do, it works well.

Discussion and Update:

Five packages have been sent out since Spring. There are window shoppers, but not many borrowers. For those who do use the library, it works well.

Carlisle has joined as a guest today to ask: What are our next steps?

She and Margaret believe it is time to check in. They are discouraged with results so far and want to be responsible to members.

Executive members responded: feel proud for what you've accomplished; we could do more things at regional meetings, and people will take advantage of it when they need it.

- Carlisle added they have promoted the library service at chapter and national meetings and sent emails. People are visiting the site.

Executive members see it as a long term investment, there for later.

- Would it be more helpful to provide volunteer support? Do you feel stretched?
  - Margaret doesn't feel stretched; the out front work was done in Spring. However, it may be a cost-benefit situation (sending books). Expected more response so felt it was time to check in. Shipping back and forth is almost the cost of the book. Should we continue or try something new?

Another member suggested we give it a full calendar year--it is on her own winter to do list--then we check in next year.



Carlisle and Margaret are committed to March 31' 2024, after which they'd like to evaluate the program. Want to get everybody thinking about whether there is another way to do make books accessible to more people. They are not throwing in the towel, but given the two are volunteers, it means their time is taken up with this commitment and not others.

- Jola asked if digitization is possible, referring to the white paper she wrote last year.
  - Carlisle said we would need a 3<sup>rd</sup> person to do that.
- What does digitization mean? Buying an e-book or something else?
  - Margaret said it needs to be explored (and is a larger discussion).
  - Carlisle felt it would probably be a combination of scanning and buying e-books.
- Is that because they (books) are out of print?
  - Yes. Survey response (though small) seemed to indicate a balance in preference between digital and hard copies.
- Editors Canada members automatically get links to the Chicago Manual. Could we do the same thing for members of Indexers Canada with indexing books?
  - This is next step they wanted to get to, after this pilot.

The lending library benefit could be sent out in the letter to all new members.

Margaret asked should move on and get a 3<sup>rd</sup> person in the spring to explore digitization? Again, they felt it was time for executive to hear what was going on (before March).

If anyone has any thoughts, they can reach out to Carlisle. They love working as a team on this.

*Action:* Tanvi will be in discussion with committee to include information with the welcome letter.

A final suggestion made was that this could also be added to the list of why you'd want to be a member of ISC/SCI: library membership included!

### **j) NIRC (no report)**

### **k) Presidents' Report**

Jolanta provided a brief update on outreach and preparing presentations for editors and publishers. The co-presidents' have had preliminary conversations with three groups: one of

the smaller TWIGS at Editors Canada, a chapter of EFA (Editors Freelance Association), and the CIEP (Chartered Institute of Editors).

## 6. Action Items

Moved to next meeting.

A short note was added to clarify our role and responsibility for a forthcoming Special issue of *The Indexer*. An article about the NFLD conference will be included in the issue, and Mary Coe and Ann Kingdom will retain editorial control. An ISC/SCI member had been soliciting presenters from the conference to consider articles for the issue, and it will go through the usual editorial process.

## 7. New Business

### a) Cards and Flowers (Jolanta Komornicka)

- Do we need a policy? Is there a precedent? How has it been working? Is it OK to do this on an ad hoc basis?
- How might the exec move forward? What about this specific case?

Alex moves that we authorize Jola and Maggie to go ahead and get a card and flowers up to \$100 (Alex/Ronnie). Carried.

*Action:* Jola and Maggie will do this.

## 8. Next Meeting

The next meeting is Saturday, January 20<sup>th</sup> at 1pm EDT.

## 9. Adjournment

Meeting was adjourned at 5:06pm.