

Indexing Society of Canada / Société canadienne d'indexation

Annual General Meeting Minutes.Draft

Friday, June 9, 2023, 3 pm, NDT

Participants: Margaret de Boer, Lisa Fedorak, Ronnie Seagren, Liese Achtzehner, Christine Dudgeon, Julia White, Tanvi Mohile, Marta Steele, Emma Warnken Johnson, Gillian Watts, Stephen Ullstrum, Mary Newberry, Jess Herdman, Wendy Savage, JoAnne Burek, Jolanta Komornicka, Judi Gibbs, Alexandra Peace, Patti Phillips (Recording Secretary)

1. Call to Order and Welcome (Jolanta Komornicka)

Jolanta welcomed everyone to Newfoundland and called the meeting to order at 3: 20 pm NFLD time.

1. Approval of Agenda



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

1. Approval of DRAFT AGM 2022 Minutes

Motion to approve the 2022 AGM minutes as written (Ronnie/Wendy). Carried.

1. Call for Other Business

No new business was reported.

1. Annual Report and Financial Statements

Motion to approve the Annual report (JoAnne/Liese). Carried.

Motion to approve the financial statements as presented (Mary/Margaret). One abstention. Carried.

**Budget:** financial statements and overview (JoAnne)

The budget was shared for attendees to review. JoAnne noted that Income is based on membership numbers: we expect to receive $15, 000 from fees, find an indexer, mentorship, and interest (~100); thus, approximately $ 20, 000 is expected.

Executive expenses included awards, and associated costs for banquet and certificates; the *Indexer*; the *Bulletin*; and executive travel (which hasn’t happened in awhile).

Membership expenses included cards, survey, honorariums, miscellaneous promotion and outreach/etc.; software services; volunteer appreciation, Thank yous; and our website.

We can expect to break even with operating costs.

Extraordinary Expenses included TiDE; the Learneds, Editors Canada, and Word Vancouver conferences; lending library; translation; archives; travel bursary; non-profit registration project; and surprise new projects.

Approximately $13, 000 on extraordinary expenses is expected to be spent (drawn from assets, so there is room to spend this year).

**Discussion and Questions**:

* Regarding the upcoming Editors Canada conference, one member said to be sure to talk about what we learned from publisher representative this morning (Palgrave-Macmillan)
* Can we have more content in French? Good for membership too.
* Right now, mainly Anna and Francois are doing translation.
  + We are tweaking the website.
* Maybe we need to do outreach in Quebec?
  + Anna felt it wasn’t needed; however, access to website/translation would be money better spent (i.e., she uses Cindex for indexing in English).
* Regarding our finances, one member reminded all of the need to spend extra money as it belongs to the members.
* Does our (Society) keep a reserve?
  + Yes, we keep a reserve.
* Lisa, from the conference committee member, asked where the $1000 profit that was made from the online conference last year appeared in the budget?
* We still need the report from the conference chair.
* Maybe we need to have a double-entry system? The conference software should clearly indicate the profit somewhere.
* JoAnne pointed out that there was a separate conference budget and profit revenue was listed under conference.

Questions about our reporting system remain ongoing.

*Action:* Executive committee members are contacting outside experts.

1. Announcements and Accomplishments
2. Volunteer Positions open (Alexandra Peace)

* TIDE: They’ve been doing contact with other organizations that do this kind of diversity work. Someone mentioned that our website hadn’t said what an index is. The committee, thus, prepared a short video, now available on the website.
* Webinars: We still need human resources.
* Executive Committee: Eastern regional representative is needed.
* Our volunteer strength was acknowledged: 47 volunteer out of 131 members.
* Aside from the community benefits and learning more about the Society, a positive benefit of volunteering is that it builds credibility as a colleague (referral) and, in turn, for potential clients.

1. Lending Library (Margaret de Boer)

* Launched May 1, 2023, the lending library project was initiated about a year ago. Thanks were expressed to ANZI for sharing all their documentation and to members who donated books. In particularly, special thanks was given to Frances Lennie, who along with others said it was her pleasure.
* To date, we still have had no requests. During the conference, people said that when they returned from conference they planned to request a book.
* Members were reminded the service was available only in Canada because of shipping expenses.
* An email reminder will be sent soon.
* The committee would like to purchase more books and are looking at digital resources.
* Margaret will be stepping away soon. Ideally, three people should sit on this committee. Please email the presidents or library.ca
* Send further ideas to Margaret and/or Carlisle.
* Will digital rights allow international lending?
  + No; unfortunately, copyright issues still apply.

1. Conferences Attended by ISC/SCI (Jolanta Komornicka)

* A recap was given for the Learneds (Congress of the Humanities and Social Sciences): see report for an overview.
* Next week ISC/SCI will be at the Editors Canada conference.
* For anyone in the Vancouver area who is interested, we need people to staff a booth at Vancouver Word. Table will be shared with Editors Canada.

1. Mary Newberry Mentorship Program (Margaret de Boer)

* We need mentors for mentees on the waiting list.
* Some worry that Imposter Syndrome is operating. Potential mentors do not have to have been indexing for many years; we come with lots of background experience.
* Please consider emailing the mentorship liaison (Carlisle) if you have any particular skills/interests/specialties; it might just be a match for a mentee.
* Carlisle is happy to provide more information about the program.
* One long-time mentor/advocate said the program is well-structured and the boundaries well established.
* The $100 honorarium was mentioned as a perk.

1. Community Engaged Research (Jolanta Komornicka)

Information that came out of the research project will appear on the website shortly (for example, myths, FAQs). Check the summer Bulletin for information on where and when.

1. New business
2. Executive Committee Election (2023**–**2025)

The co-presidents act as spokespersons for the Society; prepare for and chair the meetings; and facilitate for other members of the executive committee.

* The past-president supports the presidents and promotes the Society.
* The treasurer, as you might imagine, keeps the books!
* The membership secretary keeps track of the membership lists, sends emails to members, coordinates the *Indexer* subscriptions, and administers the listservs.
* The *Bulletin* editor produces three issues per year in conjunction with the production editor.
* The communications director writes or helps write press releases and sends them out to various organizations.
* The web administrator updates the website as necessary and investigates problems.
* The regional representatives look after their members, run regular meetings in their region, and host national video chats several times a year.

Nominations for Positions on the Executive Committee, 2023–2025

| Position | Outgoing (2021–2023) | Nominated (2023–2025) |
| --- | --- | --- |
| Co-President | Alexandra Peace | Jolanta Komornicka |
| Co-President | Jolanta Komornicka | Maggie Billard |
| Past-President | Margaret de Boer | Alexandra Peace |
| Treasurer | JoAnne Burek | JoAnne Burek |
| Membership Secretary | Julia White | Tanvi Mohile |
| Bulletin Editor | Vicki Gregory | Vicki Gregory |
| Communications | Judith Clark | Céline Parent |
| Website Administrator | JoAnne Burek/Christine Dudgeon | Christine Dudgeon |
| BC Regional Rep | Matthew MacLellan/Judith Nylvek | Judith Nylvek |
| Prairies Regional Rep | Liese Achtzehner | Jess Herdman |
| Central (Ontario) Regional Rep | Ronnie Seagren and Jolanta Komornicka/Maggie Billard | Ronnie Seagren and Emma Johnson |
| Eastern Regional Rep | Tere Mullin/Barbara Cuerden | Barbara Cuerden |
|  |  |  |

1. Appointed positions

We would also like to thank the people who have agreed to stand for appointed positions. This term, Margaret de Boer will be the international liaison, and Patti Phillips will be recording secretary for the executive committee. These people do not vote on executive committee matters, but they attend all executive committee meetings. Many thanks to you both.

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| --- | --- | --- |
| Position | Outgoing (2021–2023) | Incoming (2023–2025) |
| International Liaison | Margaret de Boer | Margaret de Boer |
| Recording Secretary | Carlisle Froese/Patti Phillips | Patti Phillips |

1. Introductions to current executive members and those standing down. Thank yous for all their work was given.

Alex read the slate of names put forward for executive positions and asked if there were anymore nominees.

We are still looking for an Eastern Representative.

A formal call for nominations from the floor was made three times. The list was Accepted and Acclaimed.

Motion to accept slate of nominees: (Margaret/Gillian). Carried.

Two appointed positions were accepted (Margaret, Patti).

1. 8. Volunteer Thanks

Jolanta read out the names of all the volunteers--a long list indeed--while Alex ran around the room distributing Thank you cards!

1. 9. Adjournment

Motion to adjourn at 4:08 pm (Ronnie/Liese). Carried.