

ISC/SCI Executive Meeting Minutes, Approved

9 March 2024, 1 p.m. EST

Participants: Jolanta Komornicka, Maggie Billard, JoAnne Burek, Christine Dudgeon, Vicki Gregory, Emma W. Johnson, Tanvi Mohile, Judith Nylvek, Celine Parent, Wendy Savage, Ronnie Seagren

Regrets: Margaret De Boer, Jess Herdman, Alex Peace

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

Jola called the meeting to order at 1: 00 Eastern Time.

2. Approval of Agenda

Motion to approve the agenda as amended [see below] (Jola/Celine).
Carried.

- Question in the awards report. Awards moved to discussion items.
- Wendy added report on survey committee (for consent only).

3. Approval of Minutes: November 9, 2023, Executive Meeting; January 20, 2024, Executive Meeting

Motion to approve the November 9, 2023 Executive Meeting minutes (Jola/Christine). Carried.

Motion to approve the January 20, 2024 Executive Meeting minutes (Ronnie/Wendy). Carried. One abstention.

4. Consent Agenda

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) (no report)**
- d) Eastern Canada | Est du Canada (Wendy Savage)**

Committee Reports:

- a) Archives (Alexandra Peace for Christine Jacobs) (no report)**
- b) Awards (Jess Herdman for François Trahan)**

The awards committee had a question about presentations when there is no awards ceremony.

People should receive a certificate right away during years when we have a virtual conference, followed by a handshake and/or public recognition of previous winners at the in-person conference.

Motion to approve that winners of Ewart-Daveluy award during virtual conference years be invited to come forward for congratulations and a handshake at the in-person banquet the following year (Jola/JoAnne). Carried.

Action: The E-D award motion is to be documented in the conference handbook. JoAnne will do.

Action: Jola will take executive decision to Jess (liaison) on behalf of the awards committee.

- c) Book and Periodical Council (Ronnie Seagren) (no report)**
- d) Bulletin (Vicki Gregory) (no report)**
- e) Communications (Céline Parent)**
- f) Minutes (Jolanta Komornicka)**
- g) Conference 2024 (Maggie Billard)**
- h) Surveys (Wendy Savage) (no report)**
- i) Publishers' Letter (Maggie Billard for Mercedes Brian) – no report)**
- j) Outreach (Jess Herdman for Siusan Moffat)**
- k) International Liaison (Margaret de Boer) (no report)**
- l) Membership (Tanvi Mohile)**
- m) Library (Margaret de Boer for Carlisle Froese) (no report)**
- n) Mentorship (Margaret de Boer for Carlisle Froese) (no report)**
- o) New Indexer Resources Committee (JoAnne Burek) (no report)**
- p) President's Report (Maggie Billard and Jolanta Komornicka)**
- q) Side by Side Indexing (Jolanta Komornicka)**
- r) Web Administration (Christine Dudgeon) (no report)**
- s) Webinars (Jolanta Komornicka for Matthew MacLellan) (no report)**

5. Items for Discussion

a) TIDE (Ronnie Seagren for Siusan Moffat)

Training for executive members and other committee members was discussed, facilitated by Tanvi and Ronnie.

The TIDE committee put forward a motion asking that we set aside funding in the budget for training on safe spaces, meeting facilitation, and diversity training.

- Where did the amount come from?

It is only an estimate, and we may not use it within one year. If we invite someone outside of ISC/SCI to do the training, an honorarium of \$200 might be enough, thus, we'd have money left over for the following year.

Executive members were in favour of training. The discussion focused on where to include the line item in the budget and how to make it visible to members. The treasurer confirmed that money is available under Special Projects (SP), which is located in the operating budget.

Members suggested that we provide a definition for Special Projects and/or add a line that states SP can include training.

The TIDE committee's main concern is that something concrete gets put in the budget (with approval of the committee); we can discuss the *how* later. The training would be available for anyone who serves on a committee or volunteers with the Society. Executive members agreed that training would be beneficial for incoming regional reps and executive members, and for potential conflict resolution.

If training is an item in the budget, it is more likely to happen. A decision was made to add a note to the budget, making it visible to members that money is there, so, encouraging members to take it forward.

The TIDE liaisons felt the motion had been addressed; the next step is for a proposal to come forward.

Action: JoAnne will add note to Special Projects line in the budget.

Action: Long term item to find a facilitator (Ronnie, Emma, Maggie, Tanvi).

Action: Tanvi and Ronnie will relay information to TIDE.

b) Budget (JoAnne Burek)

JoAnne shared her screen and went through a draft of the operating budget, line-by-line, beginning with the Income section, noting the largest amount came from membership fees. Other revenue came from the sale of Maggie pins; the Ewart-Daveluy application fee, which covers the cost of the award; and the mentorship application fee, which has remained at 4 people.

Conference revenue is a separate item and, based on estimates, we are on track so far.

JoAnne moved on to outline Expenses.

i. Webinars

Unlike other associations, ISC/SCI does not sell our webinars. Wendy and Alex worked on the original web policy document. The feeling is that this should be a service to members, not something they have to purchase if they can't attend--a mode of informing versus making a profit. The goal is to have an informed society/membership, which is good for the organization.

For now, the committee is dormant. But if someone decides to pick up Webinars in the future, a policy statement is needed.

If we need to pay for a speaker, we can use special project funds, treating it as a service rather than an income source.

ii. Translation applies to anything needed for awards. Anna has done it on a voluntary basis so far, however, we may need it for other things.

iii. Executive Expenses

ICRIS Liaison: there is a policy behind this number and it based on an average.

iv. Regional meetings

Before the pandemic, regional groups used to have some in-person meetings. Representatives noted that recent low attendance at meetings may be due to zoom fatigue. Previously money was set aside in the budget to rent a room (e.g., library) for groups to meet, the average cost being \$50. The central region has many members within driving distance, but other regions may consider doing the same. Executive agreed that, as a start, we set aside \$270 for regional groups to draw upon, to host an in-person meeting, and we will go from there.

v. The Indexer cost is for translation services, under Membership Expenses.

vi. The Survey cost is for enhanced reports service (on top of the free survey service), which means the results can be looked at for one month.

vii. Mentorship Honoraria all of the \$100 goes to mentors now.

viii. Administration includes bank fees/posting, which was higher last year for AGM reports, which we hadn't budgeted for.

ix. Promotion includes an annual cost for association memberships with BPC and postage costs (\$205) under publishers' outreach. Since we still have bookmarks, that reserved amount (\$300) can be moved to fund in-person regional meetings. No plans have been made for Word on the Street this year.

x. Software services

We have been using mail chimp for email, but it hasn't worked for all committees, so we may need to start paying for it (if it's beyond more than one audience). JoAnne uses it particularly around conference time.

This will be a new expense. A placeholder is to be added (\$600) for now, to pay for one 'pro-version' account cost (mail chimp), realizing we can't have more than one going at the same time (multiple audiences)

The service is for members only, conference, and outreach. Although there are alternatives, we'll continue to use it for now.

Vimeo amount is for conference recordings. JoAnne will take the amount out of the operating budget and add it to the conference budget. The amount is only needed for a year.

Zoom remains as is.

Volunteer appreciation remains at \$170.

xi. Website and Listserv Services

The Society had new hosting costs, etc., this year.

We had zero web translation costs this year, but the website is now ready to be translated (all the updates have been done by JoAnne). Up to now, Anna has done this voluntarily. The executive agreed that an honorarium should be provided.

All of the dispersed translation amounts (e.g., *Bulletin*) were moved under a new, single line item: Translations. An estimated \$300 will be reserved.

JoAnne informed the executive that the website is a lot of work. So it is not really sustainable. She has been looking at service providers that are just for member services. One of these is Wild Apricot. She and Christine will sign up

for a free trial to see how it works. The company is based in Toronto, and their service would cover membership emails and reduce plug-ins.

She hopes this will suit us. It would replace some costs. Christine and JoAnne's trial will begin in April.

xii. TIDE

Action: Tanvi or Ronnie to follow up with bursary recipients about membership and/or mentorships (potential budget items).

- TIDE webinar: Is it still going to happen?

The committee has discussed hiring someone because everyone is busy, so the amount should be left in the budget.

xiii. Outreach Committee

Congress of Humanities and Social Sciences

Based on last year's experience, the executive decided that if we can get a better location in the publishers' booth area, we should consider attending every couple of years.

- Who is the Outreach Committee?
 - Unclear, so we need to re-establish an outreach committee. We've only ever done Word on the Street.

Thus far, Ronnie and Siusan are listed. We need to update our documentation to reflect that TIDE is its own standing committee.

Action: Ronnie, Maggie, Siusan, and Jola will discuss moving TIDE to being an official standing committee and reflect this in the Society executive documents.

Ronnie noted that previous discussions about usability studies, working with technical writers, raising awareness with the public and with publishers outreach, were areas the Outreach Committee planned to pursue.

**N.B. We now have a Content Calendar, which has replaced the social media "12 Reasons to Join Campaign."

xiv. Library project

- Is this still a pilot or an ongoing item? People are using it, even though not as much as hoped.

The standing cost is still \$0, with postage an occasional cost. Most of the items were donated. The executive recommends we keep it standing as a standing cost, as a service we provide and incentive to being a member.

- A suggestion was made to add postage cost to Administration.
- For those who donated books, reimbursement for shipping costs was added.

Action: JoAnne will take this away to find a number to add to the budget, (seeing what we spent last year).

xv. Non-profit registration was one time only expense, but it may be that an annual filing cost will need to be added.

xvi. Special Projects/Extraordinary expenses

- JoAnne asked, What about shifting the amount \$2000 for executive travel into the library line (since we didn't have any projected travel).
- Though we may need the money next year for the in-person conference, we don't need it this year.

6. Action Items

The side-by-side account has come to an end after a short drive. Nice idea but the Zoom account is now closed.

Action: Christine will update the website.

NIRC (New Indexers Resource Committee) questions arose last meeting about the committee's purpose and how it will be reflected on website.

Bylaws committee formation is happening in phases, with past presidents first.

Action: JoAnne will share a document with the executive committee. To make sure nothing has been missed (on bylaws).

Under “Someday items” executive agreed: we really need a dedicated Outreach Committee.

7. New Business

a) Email Problems (JoAnne Burek)

In essence, emails not getting through all the time (or consistently). JoAnne has reached out to expert.

Even our website seems to have been compromised. Now on a list of anti-malware sites. We need to find someone to get us “white-listed.”

In the meantime, it seems a business-class service is better.

Our new service is not as good as the old one at blocking spam.

- What is it from us (TIDE) that looks like spam?
 - Mass emails sent to strangers; English/French part, copyright at bottom; and/or nothing personal about the message.
- The short-term solution is to not send anything with a link; find out if the audience is English or French; make it more personal (not a press release type email).
- One members worries that personalizing is a lot of work.
 - Unfortunately, that’s what it takes if you want a response.
- Aren’t those two different points, with the first: getting on a spam list?

They are the same thing. An impersonal message sounds like a press release, so it gets dropped, particularly with the message about giving away money (bursary).

If it looks like a mass email we need an *unsubscribe* in the email.

JoAnne got a quote for how much it would take to get us off that list/avoid. It was too costly! So the issue is we need to rethink how we use our email.

Some of the issues discussed included what it means to shift the load between personal/business emails; having an official email address; getting clarification about email address vs mailbox; and how not to add workload to members.

The communications liaison was told to cc her responses to communications email (as saved history); before she didn't use to get spam in her personal address, but now that she's cc'ing to indexers.ca (communications) address, she is getting tons of spam.

Similarly, the Bulletin editor was taught (to document) to cc *Bulletin* as a way to provide accountability. She, like others, also wouldn't want her own personal email on the website for public emails about the Bulletin. And, as editor, she wants to contact people as editor of the Bulletin.

In sum, executive members agreed that issues of accountability, historical memory/record-keeping, professionalism, and privacy aspects are all indicated.

JoAnne said she was grateful to hear how people use their emails and what their concerns are. She will pursue this and how other organizations are addressing this.

Action: JoAnne and Christine to form committee to come up with email solution—one that is not too expensive. They will explore whether this means getting a business email account.

We may have to raise our rates next year.

8. Next Meeting and AGM

Executive: May 25th, 2024 1 pm EST

AGM: June 22, 2024 TIME TBA.

The co-presidents will be sending out documents to everyone about documents to read.

9. Adjournment

Motion to adjourn the meeting at 3:53 p.m. (Maggie/JoAnne). Carried.