

**Annual General Meeting**  
**June 4, 2009**  
**St. Michael's College, University of Toronto, Toronto, Ontario**  
**DRAFT MINUTES**

**Attendees:** Heather Ebbs (President), Christopher Blackburn, Natalie Boon, Fred Brown, Vivien Cartmell, Jan Collins, Joan Eadie, Gillian Faulkner, Marie Gabe, Jennifer Hedges, Heather Hollingworth, Christine Jacobs, Meranca Kherani, Jean Lawrence, Cheryl Lemmens, Elizabeth Macfie, Audrey McClellan, Jane McGuire, Andrea McKay, Elaine Melnick, Mary Newberry, Riça Night, Anna Olivier, Kim Pape-Green, Ruth Pincoe, Elspeth Richmond, Deborah Schryer, Gillian Watts, Angela Wingfield

1. **Call to Order:** The meeting was called to order by Heather Ebbs, President, at 4:45 p.m.
2. **Selection of Secretary for This Meeting:** Andrea McKay kindly agreed to serve as secretary for this meeting.
3. **Approval of Agenda**  
*Moved* (Brian Hogan/Christine Jacobs) to approve the agenda as written. *Carried.*
4. **Approval of Minutes of 2008 AGM**  
In items 4 and 12 of the minutes, the references to “Beth Macfie” will be changed to “Elizabeth Macfie” to reflect the spelling used in the attendee list.

*Moved* (Elizabeth Macfie/Natalie Boon) to accept the minutes of the 2008 AGM as amended. *Carried.*

5. **Executive and Other Reports**
  - a. **Annual Reports:** In addition to the annual reports circulated prior to and during the current meeting, Ruth Pincoe added a verbal International Liaison report. Ruth is not just ISC/SCI's International Liaison representative, she is also the International Co-ordinator for all six sister indexing societies (Australia and New Zealand, Canada, China, South Africa, United Kingdom, United States) and two networks (Germany and Holland). In both roles, Ruth works to promote communication amongst the societies. At the most recent triennial meeting, held this past March 2009 in South Africa, Ruth was reappointed in her international role. Ruth will be preparing a written report about the 2009 triennial for inclusion in the next *Bulletin*. ISC/SCI members interested in participating in international activities are invited to contact Ruth. Usually, Ruth is the ISC/SCI representative who attends the meetings of other societies on our behalf, but there are exceptions (e.g., Audrey McClellan attended the recent ASI meeting in Portland, Oregon, on ISC/SCI's behalf, and Noeline Bridge will be representing ISC/SCI—and speaking on indexing names—at the ANZSI conference in October).

To the annual report of the Member at Large—Publicity, Mary Newberry added that the promotional ISC/SCI brochure has been completed and is available to members for distribution.

**Moved** (Jane McGuire/Deborah Schryer) to accept the executive reports as presented. *Carried.*

#### **b. Budget 2009**

The 2009 budget for ISC/SCI was originally circulated in the fall 2008 *Bulletin*. Treasurer Gillian Watts presented it again at this meeting. The budget predicts a deficit of \$1,050, which, if it occurs, will be paid for out of our reserves. We have reserves of \$15,000.

In response to questions, it was explained that the conference should break even this year or have a small profit. It was noted that speakers cover their own travel and accommodation costs, but ISC/SCI offers free registration to the speakers, plus meals and small “thank you” gifts. The keynote speaker this year received a small honorarium. The biggest conference expense is the location.

“Outside services” in the budget refers to such things as the graphic designer who prepared our new promotional brochure.

*Moved* (Vivien Cartmell/Elaine Melnick) to accept the budget as presented. *Carried.*

#### **c. Indexing Award Committee**

Christine Jacobs reported that the Indexing Award Committee (herself, Noeline Bridge, Ruth Pincoe and Mary Sue Stephenson) is planning to prepare a proposal in time for discussion at the fall executive meeting.

### **6. New Business**

**a. Best practices guidelines:** Heather Ebbs described a proposal from Ottawa member Andrea McKay that suggested that documentation be developed to promote qualified indexing services to the publishing and writing communities. In discussion at the executive, it was agreed that this was a valuable idea, but that first we need to look at best practices and the criteria that make a good index and good indexer. The executive therefore struck a committee under the leadership of the Member at Large—Publicity to draft guidelines and criteria for good indexes, in conjunction with the work of the awards committee. Once the best practices have been established, then promotion of indexing to the publishing and writing communities may follow. It was asked whether criteria for French-language indexes would also be developed, and it was suggested that this would be a valuable project for ISC/SCI.

**b. Print version of *Register*:** At an executive meeting earlier this year, it was suggested that members be asked at this and future AGMs for their opinions on whether ISC/SCI should continue to print a hard-copy version of the *Register of Indexers Available*, given the increasing use of electronic formats. Gillian Watts reported that the *Register* does make a profit. The cost of printing and mailing was approximately \$800; nine copies were returned this year with unknown or incorrect addresses. *Register* editor Deborah Schryer does try to identify correct addresses for returned copies. The survey done in spring 2008 did indicate that members get work from their listings in the *Register*. It was suggested that the *Register* could be maintained in a downloadable PDF format, and it was further

suggested that it may need to have a more easily found location on the ISC website. Cheryl Lemmens noted that privacy considerations make a PDF version inappropriate, as it cannot be protected from Google and other access tools. The print version is often used by ISC/SCI members in looking for other members to refer. ISC/SCI has a mailing list of publishers and other clients who get the print copy—the list does not include all publishers in Canada, as some might not be appropriate. However, the list has not been validated in some time and there may be gaps. Elizabeth Macfie suggested that the distribution list should be the responsibility of the Member at Large—Publicity, who should arrange for periodic evaluation of the mailing list. This suggestion met with general approbation.

For now, the print version will be maintained.

**c. Logo use by members:** As the result of a couple of requests from members for use of the ISC/SCI logo on their websites showing them as members in good standing, Cheryl Lemmens and Mary Newberry have been looking into potential designs. At the executive meeting on 2 June, it was agreed that the designer who handled our new promotional brochure would be hired to develop an appropriate member-use logo. The Editors' Association of Canada has a similar program, and their help in identifying appropriate uses and rules has been valuable.

**d. International Agreement:** Ruth Pincoe reviewed the International Agreement of Indexing Societies, including revisions that had been adopted March 8, 2009, at the triennial meeting in South Africa, with a request for ratification by ISC/SCI members. This agreement is used to ensure fair participation and ongoing communication between societies. The changes were as follows:

- Preamble: Mention of two new committees (the *Indexer* Management Committee and the *Indexer* Advisory Committee). Full descriptions are provided in Schedule C of the agreement. These committees have been formed in recognition of the international nature of *Indexer* contributors.
- Item 5: The role of liaison from each society has been made an appointment to ensure responsibility for representation and ongoing communication.
- Item 7: Wording has been changed to promote communication between liaisons through the International Indexing Societies discussion list. This will make awareness between societies more effective.
- Item 15: Each society has the right to one free announcement in each newsletter issue from the other societies (e.g., annual conference invitations). This will also make awareness between societies more effective. Note: Size requirements of the announcements were not defined.
- Item 18: The role of International Coordinator was formalized. This role involves the organization of the triennial meeting and maintaining communication between societies concerning the International Agreement and other issues. Ruth Pincoe holds this role at this time.

*Moved* (Mary Newberry/Riça Night) to ratify the changes to the International Agreement as presented. *Carried*.

**e. Conference 2010:** The ISC/SCI conference and AGM for 2010 will be held in Montreal in early June, followed by the Editors' Association Conference. Christine Jacobs will be the conference co-ordinator; please contact her if you are willing to participate.

**7. Executive 2009–11**

Elizabeth MacFie conducted the elections for the 2009–11 executive for ISC/SCI. The following candidates were acclaimed:

Co-presidents: Vivien Cartnell and Mary Newberry  
Vice President: Riça Night  
Treasurer: Gillian Watts  
Secretary: Audrey McClellan  
Member at Large—Publicity: Jane McGuire  
*Bulletin* Editor: Natalie Boon  
*Register* Editor: Deborah Schryer  
Website Coordinator: Cheryl Lemmens  
Western Canada Co-representatives: Elspeth Richmond and Sheilagh Simpson  
Central Canada Representative: Clive Pyne  
Eastern Canada Representative: to be determined  
Prairies Representative: Vivien Cartmell  
International Liaison: Ruth Pincoe  
Past-President: Heather Ebbs

Following the acclamation, a general “Huzzah!” rose from the gathering.

**8. Bouquets**

- **Volunteers 2008/09:** Thanks were extended to the many volunteers who have assisted with the various activities of the society over the year. This group of volunteers includes all members who participated in the email forum and all those who attended the conference.
- **2009 conference committee:** Anna Olivier, Angela Wingfield, Marie Gabe, Cheryl Lemmens, Beth Macfie, Brian Hogan, Clara Johnson, Gillian Watts and the many other volunteers who helped to make the 2009 conference such a superb success were thanked.
- **Tamarack Award:** The 2009 Tamarack Award was presented to Gillian Watts for going above and beyond the call of duty as ISC/SCI treasurer. At the start of her tenure, Gillian was faced with a lack of formal records, a mountain of receipts and other bits of printed and electronic financial notes, and an undefined budget. Gillian has sorted all of that and put ISC/SCI on a healthy financial track. Meanwhile, she has helped and continues to help with membership payments, with *Register* payments, with conference registrations and with researching new methods of payment for the society, and she does it all with grace, serenity and her own inimitable style.
- **Outgoing president:** On behalf of the members, Elizabeth MacFie presented a lovely pottery bowl to Heather Ebbs, thanking her for her work as president these past two years.

**9. Other Business**

Elizabeth MacFie reminded members to complete the conference evaluation forms and submit them to Anna Olivier.

**Adjournment, at 6:05, was moved by Brian Hogan.**