

**Minutes of the 2009 International Triennial Meeting of the Indexing Societies
held Sunday 8 March 2009, 14:00 at Maropeng World Heritage Centre, South Africa**

Abbreviations for the Indexing Societies and Networks used in this document:

ASI	American Society for Indexers
ASAIB	Association of Southern African Indexers and Bibliographers
ANZSI	Australia and New Zealand Society of Indexers
CSI	China Society of Indexers
DNI	Deutsches Netzwerk der Indexer
ISC/SCI	Indexing Society of Canada/Société canadienne d'indexation
NIN	Nederlands Indexers Network
SI	Society of Indexers (UK)

Present: Representatives of the Indexing Societies: Marlene Burger (ASAIB); Caroline Diepeveen (NIN, also representing DNI); Jill Halliday (SI); Ruth Pincoe (ISC/SCI); John Simkin (ANZSI); Pilar Wyman (ASI)

Observers: Peter Duncan (ASAIB); Madely du Preez (ASAIB); Antoinette Kotze (ASAIB); Frances Lennie (ASI); Karin McGuirk (ASAIB); Amanda Simpson (ASAIB)

1 Call to order

Ruth Pincoe opened the meeting by welcoming the representatives of the Indexing Societies and networks to Maropeng and to South Africa. All representatives and observers briefly introduced themselves. Marlene Burger explained that the full ASAIB Committee had joined the meeting in order to learn more about the international structure of the indexing Societies.

2 Regrets for Absence:

Ruth Pincoe conveyed regrets from the China Society of Indexers (CSI). Unfortunately, the Chinese delegates were not able to make the necessary arrangements to travel to South Africa.

3 Minutes from the 2006 Triennial International Meeting in Toronto, Canada

The minutes from the 2006 Triennial Meeting held in Toronto, Canada on 15 June 2006 were accepted as circulated.

[moved John Simkin/Caroline Diepeveen; carried unanimously].

4 Business arising from the 2006 minutes

(a) Good Practice Website

Jill Halliday gave a brief update on the status of the International Good Practice Website. Nothing has been done since the 2006 International Triennial Meeting because no one has been found to take responsibility for the website. A website was established some years ago (<http://www.aboutindexing.info/pmwiki.php>) but it consists mostly of proposals rather than information. It was agreed that the idea of such a website is good. There are a number of people in the Societies who are interested in working on such a website, but at present, it seems there is no one willing to take a leadership role in the project. This issue is continuing and will be addressed before or at the 2012 meeting.

ACTION: All

5 International electronic discussion list

(a) Best use of an international discussion list.

Ruth Pincoe expressed concern that the present international discussion list was not used as fully as it might be, and that international liaisons from some Societies and Associates did not seem to be on the list. This situation has made it difficult to keep in touch with the Societies and Associates, since communications had to be sent not only to the list but also to individual representatives, and replies were often few and far between. Ruth suggested that the list be reorganized and an effort made to make sure that at least one representative from each Society and Association be subscribed to the list.

(b) Distribution of Society and Associate newsletters

During the past year, Jill Halliday (SI) and Fred Liese (ASI) worked out a means of newsletter distribution whereby each Society and Associate group or network would make the current issues of their newsletters available (as per the International Agreement) through the international discussion list, either by attaching the newsletter to a message (the list will accept attachments) or by posting a link where the newsletter is available. However this has not been happening. Only one or two newsletters have been posted. Such communication between Societies and Associate networks or groups is extremely important.

After some discussion about the logistics of an international discussion list, Caroline Diepeveen (NIN) has agreed to set up and manage a new list; all agreed to participate in the list and to post newsletters on a regular basis.

[moved Pilar Wyman / Marlene Burger; carried unanimously].

ACTION: Caroline Diepeveen, Ruth Pincoe, and ALL

6. Interim international discussions at Society conferences

Ruth Pincoe noted that in recent years when she has been present at Society conferences she has attempted to gather any international representatives together for an informal meeting in order to exchange news and discuss international issues. For the past two years international discussions during the SI conference have been held in conjunction with meetings of *The Indexer* editorial board, which also involves international representatives. Ruth noted that these meetings, while not official, can be useful for strengthening our international ties. The value of such meetings is enhanced if minutes are taken and distributed to all the Societies and Associate groups or networks. Ruth urged all Societies and Associate groups or networks to set a time and a place during their conferences for such meetings to take place.

It was agreed that whenever international representatives of the Societies and/or Associate groups come to a conference, a brief meeting should be organized, and notes on the discussion circulated to the group of international liaisons.

[moved Pilar Wyman / John Simkin; carried unanimously].

ACTION: All

During this discussion, Frances Lennie raised the question as to what the group of international liaisons should be called. After a lively discussion, it was decided that the group of international liaisons should be known as the Committee of International Representatives of Indexing Societies (hereafter, the "Committee").

[moved Jill Halliday/ John Simkin; carried unanimously].

7. International Agreement review

The following revisions and additions to the International Agreement were accepted. The text of 2009 revision of the International Agreement is attached to and circulated with these minutes.

- (a) Clause 7: The proposed change to clause 7 reflect the recent arrangements made to circulate newsletters among members of the Committee of International Representatives of Indexing Societies by means of the International Discussion List.

Each Society and Associate group or network will make its newsletter accessible to the governing body of all the other Societies and Associates at no charge. In the case of hard-copy newsletters, copies will be mailed. Electronic online newsletters will be made accessible to the international liaisons of all the other Societies and Associates by means of the international Indexing Societies discussion list; the international liaisons may make the newsletter accessible to relevant members of the governing body of their Society or Associate group or network.

- (b) Clauses 9, 10, and 13: The proposed changes to clauses 9, 10, and 13 were made to reflect changes in the production and management of *The Indexer*

9 The appointment of the editor(s) of *The Indexer* shall remain the responsibility of the [British] Society of Indexers. The production and management of *The Indexer* shall be the responsibility of the *The Indexer* Management Committee.

10 Each participating Society and Associate group or network shall have the right to nominate one of its members to the *The Indexer* Editorial Advisory Committee.

13 The price of *The Indexer* for members of the Societies and Associate groups or networks shall be fixed by the [British] Society of Indexers, and shall be at a lower rate than the subscription rate. The Societies and Associates shall be notified of price changes by the beginning of September of the year before they take effect.

[acceptance moved Pilar Wyman / John Simkin; carried unanimously].

A decision was made to revise clause 5 in order to incorporate a clearer definition of international liaisons.

5 Each Society and Associate group or network agrees to appoint an international liaison to represent its interests on matters of international import, and to maintain open communication with the other Societies and Associates.

[acceptance moved Marlene Burger / Pilar Wyman; carried unanimously].

- (c) A new clause regarding the appointment and role of the International Coordinator was accepted.

18 The International Coordinator will be appointed at the Triennial International Meeting. This position has a term of three years, renewable for up to three terms. The International Coordinator will be responsible for drafting the agenda for the International Meeting and for maintaining contact between the

various societies regarding amendments to the International Agreement and other issues that may arise.

[acceptance moved Caroline Diepeveen / Jill Halliday; carried unanimously].

- (d) Two new clauses regarding reciprocal advertising for Societies and Associate groups or networks in each other's newsletters and for Societies and Associate groups or networks in each other's newsletters and in *The Indexer*.

A concern was raised that such rights might cause a problem if an individual newsletter was obligated to accept advertisements for which there was no room. However, there was also general agreement that such advertisements, which contain information about activities of the various Societies and Associated groups or networks would be of interest and value to members of an individual Society. In cases where space presented a problem, the size of the advertisements could be reduced. Any problems can be addressed at the 2012 International Triennial Meeting.

19new Each Society and Associate group or network will have the right to one free advertisement per issue in the newsletters of other Societies and Associates.

20new Each society or associate group or network will have the right to one free advertisement in each issue of *The Indexer*. Likewise, *The Indexer* will have the right for a free advertisement in the newsletters of other Societies and Associates.

[acceptance moved Marlene Burger / John Simkin; carried unanimously].

- (e) Addition of Schedule C: Schedule C, which defines the composition and mandates of the *Indexer* Management Committee and the *Indexer* International Advisory Committee were also accepted. The text for Schedule C was submitted by the editor of *The Indexer*.

Schedule C

The **Indexer Management Committee** shall be appointed by the Society of Indexers on the joint recommendation of the SI Director, Members' Services (who shall chair the Committee) and the editor of *The Indexer*.

The **International Advisory Committee** shall be chaired by the editor of *The Indexer*, and shall have responsibility for ensuring that all the participating Societies and Associate groups or networks are able to make an effective contribution to the development and implementation of policy relating to *The Indexer*.

- (f) Re-ordering of clauses and minor editorial revisions.

Ruth Pincoe suggested that she should prepare two versions of the 2009 revision of the International Agreement. In the first version, the clauses would have the same numbers and be in the same order as in the 2006 Agreement, so as to make it easy to compare the two documents. In the second version, the clauses would be shifted into a more logical order, and a few minor line editing issues would be addressed. All line-editing revisions will be done with "track changes" so that they will be easy to see.

ACTION: Ruth Pincoe

- (g) Ratification of the International Agreement.

It was agreed that Ruth Pincoe would distribute the revised International Agreement together with the minutes for the 2009 Triennial Meeting as soon as possible, and that all the Societies and Associate groups and networks should ratify the agreement by the end of June 2009.

ACTION: All

8 Appointment of International Coordinator for 2009-2012

It was agreed that Ruth Pincoe should continue as International Coordinator for the next three-year term.

[moved Jill Halliday / Marlene Burger; 5 in favour, 1 abstention (Ruth Pincoe)]

9 Host for the 2012 International Triennial Meeting

It was agreed that the [British] Society of Indexers be approached about holding their 2012 conference in Ireland, provided the Irish indexers are willing. If an SI conference in Ireland is not possible, the alternative option is to hold the International Triennial Meeting during the ASI conference in San Diego, California.

ACTION: Jill Halliday

10 New business

- (a) Pilar Wyman reported on an entry in the Research Information Newsletter (16 October 2008) discussing a proposed book coalition involving Canada, Australia, and New Zealand. The Committee concurred that indexing societies monitor progress made by this coalition. (A printout from the website is attached to these minutes.)
- (b) There was a brief discussion about the arrangements and rates charged for indexing training courses run by the Societies. Both the SI and the ASI courses are available to members of the other Societies and Associate groups or networks at member prices. This availability does not include certification or registration.

11 Upcoming Conferences

There was a brief discussion about upcoming 2009 conferences held by the Societies, in hopes that any international representatives could make arrangements to meet.

The ASI conference will be held in Portland, Oregon, 23–25 April 2009.

The ISC/SCI conference will be held in Toronto, Ontario, 3–4 June 2009.

The SI conference will be held in York, England, 11–13 September 2009.

(Ruth Pincoe will advise international liaisons about the date, time, and place of the proposed joint Indexer/International meeting as soon as possible.)

The ANZSI conference will be held in Sydney, Australia, 15–17 October 2009.

The next SI conference will be held in York. Maureen Macglashan and Ruth Pincoe will try to set up an international meeting before the conference.

12 Adjournment

The meeting adjourned at 16:15. Ruth Pincoe officially thanked ASAIB for their wonderful hospitality.