

**2018 Triennial Meeting of International Committee of  
Representatives of Indexing Societies (ICRIS)  
Wednesday 17 October 15:00 – 18:00  
101 Conference Room, Guang Hua Building, East Wing,  
Fudan University, Shanghai**

**Minutes**

**Representatives**

American Society for Indexing (ASI): Frances Lennie

Australian and New Zealand Society of Indexers (ANZSI): Mary Russell (Chair); Glenda Browne

Association of South African Indexers and Bibliographers (ASAIB): Karin McGuirk

China Society of Indexers (CSI): Yang Guanghui and Lin Lijun (Joan)

Deutsches Netzwerk der Indexer (DNI): represented by Pierke Bosschieter

Indexing Society of Canada/Société canadienne d'indexation (ISC/SCI): Christine Jacobs

Nederlands Indexers Network (NIN): Caroline Diepeveen

Society of Indexers (SI): represented by Mary Coe (from ANZSI)

*The Indexer*: Mary Coe

1. Welcome, introductions and regrets  
Mary welcomed the attendees. Regrets were recorded from Averill Buchanan (Association of Freelance Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland))
2. Minutes 2015 Triennial meeting held in York, UK, 4 September 2015  
The minutes of the 2015 Triennial meeting held in York on 14 September 2015 were accepted as a true and accurate record.
3. Business arising from 2015 Triennial Minutes
  - a. ISO 999 update  
Thank you to David Green (SI) committee member ISO/TC46 SC9 WG12 for supplying the report attached.
4. Review of the International Agreement – Suggested amendments  
Mary worked through the following suggested amendments
  - a. Inclusion of Association of Freelance Editors, Proofreaders and Indexers of Ireland (AFEPI Ireland) – accepted.
  - b. In item 6 and 8 change ‘will offer a free registration’ to ‘may offer a free registration’  
As the Agreement stands:
    - Societies holding conferences are expected to pay for registrations for one person from each Society.
    - Other Societies are not holding conferences and therefore not able to return the favour.
    - Associate members attending non-Triennial conferences are not officially entitled to free registration.

Some observations:

- The nature of conferences is changing. Societies are holding shorter (one to two-day) events. Some are still calling them conferences and open them up to ICRIS members with free registration. Others are calling them seminars and they are not open to ICRIS member with free registration.
- Are the costs involved in meeting the free registration requirement deterring some Societies from holding conferences?
- Some Societies offer partial reimbursements to their official delegate to attend some conferences in addition to the free registration.
- Other delegates at their Society's conference are surprised official international delegates receive free registration. Are they happy to subsidise this?

Some points for consideration:

- As the agreement stands is it still the best and fairest arrangement?
- Do we need to define what a conference is?
- Should hosting Societies continue to pay for free registrations or perhaps be able to decide if they will or decide how many they will offer?
- Should Society and Associate members seeking free registration be encouraged to submit a suggestion to present a paper or workshop at the conference in return for free registration?
- Should Associate members be entitled to free registration at non-Triennial conferences?
- Should Societies sending official representatives pay the registration fee?

There was discussion about how Societies would implement this change. While it was suggested guidelines be added to the Terms of Reference, none were developed at the meeting. It is up to each Society to determine if and how they will offer the free registration.

Accepted.

- c. Items 10, 11, and Schedule C, to reflect the new publication arrangements for *The Indexer*

10. New wording to reflect new publishing arrangements:

The [British] Society of Indexers will be responsible for the management and publication of *The Indexer* on behalf of all the Societies and Associates. The *Indexer* will remain the property of the [British] Society of Indexers.

11 Text deleted as this body was never formally constituted.

The production and management of *The Indexer* will be the responsibility of The *Indexer* Management Committee

11 Now reads

The appointment of the editor(s) of *The Indexer* will remain the responsibility of the [British] Society of Indexers.

Section C dot point one wording changed to:

The *Indexer* Editorial Board is appointed and chaired by the editor(s) of *The Indexer*. ICRIS may nominate a representative to serve on the Editorial Board (subject to appointment by the Editor) in order to provide a mechanism

whereby 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.

Section C dot point two deleted

Section C dot point four modified notification of price changes. New wording:  
Societies and Associate groups or networks will be notified of price changes as far in advance as possible.

All changes accepted.

- d. In Item 3 changes to wording to national-level meetings.

Comments on change:

This language would not preclude offering member rates for regional or chapter meetings; but it would be a more flexible option. With the rise of virtual meetings we are seeing new issues in terms of meetings; this language would allow us more leeway in managing those.

Accepted with additional wording.

Members of each society will enjoy the right to attend in person national-level meetings and conferences of the other Societies and to purchase publications at the members' rate. Rate charged for local/chapter meetings is at the discretion of the organising body.

ASI noted they offer webinars to other Societies at members' rates as a courtesy.

- e. Schedule D – SIG changes

Comments on change:

Due to a change of structure of SIGs to committees of ASI (per Internal Revenue Service rules), SIGs are no longer independent entities, so we can no longer allow non-ASI members to hold office due to potential liability issues. Please note that this is in no way a reflection on participation or performance in any SIG.

New wording:

The Special Interest Groups (SIGs) affiliated with the American Society for Indexing are open to members of other Societies and Associate groups or networks; any SIG member may vote, but only ASI members may hold leadership positions in a SIG.

Accepted

- f. Schedule D – remove first dot point.

As a result of accepting 4b, this change was suggested.

Accepted

A copy of the revised version of the International Agreement of Indexing Societies, with agreed changes at Shanghai 2018 is provided. It is important that each Board/Council approve the changes to the International Agreement.

5. Review of the ICRIS Terms of Reference – Suggested amendments
- a. In item 6C change ‘will have their Conference registration waived’ to ‘may have their Conference registration waived’.

This flows on from change in the International Agreement in 4b.

Accepted

- b. Item 8A delete 2018  
Accepted
- c. Item 8B Add ‘2018 Shanghai, China  
Accepted
- d. Item 8C change wording of link to ICRIS Triennial guidelines  
Accepted with removal of the year
- e. Item 8D add item on decision making

There was discussion on the percentage for the majority. It was decided to make it 75 per cent.

New wording:

Ratification of the International Agreement, Terms of Reference and other key decisions are returned to the Council/Board of each Society to decide on. The Coordinator is notified of the Society’s decision via email.  
Decision-making is by a 75 per cent majority.

Accepted

- f. Schedule A ICRIS email list members – rewording of introduction

New wording for introduction paragraph:

It is recommended that each society/network has two members subscribed to the ICRIS mailing list. Temporary additional subscriptions are handy for persons intending to attend ICRIS meetings, other than the international representative of that particular society or network. Each society or network is responsible for keeping its membership to the mailing list up to date. Updating is done via requests to the list manager. List membership can be checked at: <http://lists.theindexer.org/mailman/listinfo/icris> (password requests can be sent to: [icris-request@theindexer.org](mailto:icris-request@theindexer.org) with the command "password" (no quotes) in the subject line).

Accepted

- g. Schedule A ICRIS email list members – Update email listing

New email list accepted.

It was noted at sometimes it is not possible to send emails to the email list using generic email addresses.

Caroline Diepeveen was thanked for her work maintaining the list. It was suggested that Maureen MacGlashan be approached to see if she would be happy to maintain the list in the future.

A copy of the revised version of the ICRIS Terms of Agreement, with agreed changes at Shanghai 2018 is provided. It is important that each Board/Council approve the changes to the ICRIS Terms of Agreement.

6. *The Indexer* – Update to cover:
  - a. New arrangements for publishing *The Indexer*, subscription process, and ongoing relationship with international indexing societies.  
Report attached
  - b. Request to let all subscribers know via email that the latest issues is available electronically.

Formal thanks were given to Society of Editors and for all their work establishing the new publishing arrangements.

Special thanks were given to Maureen MacGlashan for her work as Editor to *The Indexer* as she steps down. Mary Coe was welcomed as the new Editor.

There is about a six-week delay before some subscribers receive their printed copies and not all subscribers of *The Indexer* are members of Indexing Societies. It is hoped, with the new publishing arrangements, all subscribers can be notified when each issue is available online. This may be by email from subscription details. Alternatively the online system may have a new issue notification facility which subscribers can be given instructions on how to set up.

Mary Coe to investigate.

7. ICRIS webpage – Update  
Report attached

Society of Indexers was thanked for continuing to host the ICRIS webpage on *The Indexer* website.

All Societies are encouraged to make sure details of their conference dates are placed on ICRIS webpage.

It was suggested that Maureen MacGlashan be asked if she would be prepared to maintain the content of the webpage with technical assistance from Rebecca Linford.

8. Informal ICRIS meetings 2015–2018 – Chicago, Montreal, and Cleveland
  - a. International ‘Indexer locator’. Consider recommendation

See attached paper for details of proposal.

Discussion covered the following points:

- Each Society has some form of ‘Indexer locator’ and all have different arrangements about belonging to the list. Some just charge fees and others have specific skill requirements that need to be met before it is possible to be listed on the Society’s ‘Indexer locator’.
- The logistical complications compiling and maintaining an international indexer locator.

It was decided to take an initial baby step. On the ICRIS webpage add links to each Society’s ‘Indexer locator’.

Each Society is encouraged to prompt the ICRIS webpage on their website.

It was noted that the Special Interest Groups also maintain membership lists and it was suggested these too could receive greater publicity by ASI, on the ICRIS webpage and by other Societies.

#### 9. New business

- a. National Indexing Day in Australia, UK and Canada, and prospects for an International Indexing Day in 2019 – discussion.

This item was skipped due to time constraints and will be discussed via the ICIRS email list.

- b. Invite Institute of Certified Indexers to join ICRIS  
See attached paper for details

Items discussed included:

- ICI is small organisation.
- Membership overlaps with ASI, whose members are already represented by ICRIS.
- This was contradicted by saying membership of ICI is actively sought from around the world.
- It isn’t an indexing society in the same way as all the other ICRIS members and associates.
- It is unable to reciprocate in the usual way with conferences or newsletters.
- They have a different status from ASI with the US Internal Revenue Service.

There is no wording in the International Agreement to support most of these arguments. The exception is item 4

- 4 Each Society and Associate group or network may accept membership applications from individuals outside their own area but will refrain from actively seeking members in areas covered by other Societies.

It was agreed that an invitation not be offered to Institute of Certified Indexers to join ICRIS.

- c. Should ICRIS consider to set up a permanent venue, i.e. in Fudan University, to make the future exchanges and interactions among indexers more convenient and stable?

Chinese Society of Indexers (CSI) was thanked for their offer to set up a permanent venue. The structure of ICRIS and its total lack of funds was explained.

It was agreed Societies enjoy the opportunity to rotate locations. Hence would like to maintain this.

It was suggested that options for SKYPE participation be explored for Societies unable to send a representative.

- d. A group of Chinese indexers are developing a set of index rules and standards for graduates thesis and dissertation, should they be promoted for international application?

CSI was encouraged in developing these set of index rules and standards for graduate thesis and dissertations. Societies welcome this development and look forward to learning more about it. However, it was agreed they are reluctant to support the rules without examining them first.

#### 10. Appointment of International Coordinator for 2018–2021

Mary presented the proposal that the International Coordinator for 2018–2021 be a shared position between Caroline Diepeveen and Pierke Bosschieter.

This was agreed.

Caroline and Pierke were welcomed as new International Co-coordinators.

#### 11. Appointment of host for 2021 Triennial Meeting

Possibilities are in Germany or Ottawa, Canada, in US or elsewhere.

After a brief discussion it was decided to accept the combined NIN/DNI offer to explore holding the 2021 Triennial Meeting in Germany or the Netherlands.

If this turns out to be not possible it was suggested that ICS/SCI and ASI consider jointly hosting the 2021 Triennial Meeting.

#### 12. Society reports, given in the papers, on key developments over last three years and future plans. Brief reports focussing on last 12 months and covering:

- a. Future events to promote indexing, especially ideas that can be shared among societies and implemented by local groups
- b. Strategies for maintaining indexing society membership and attracting new members, including better understanding of reasons for non-membership among people working as indexers.

Meeting closed 18:10pm