Newsletter of the **Australian and New Zealand Society of Indexers** Inc.

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From the President

The newly elected ANZSI Council has held its first meeting, discussing the proposed restructure and website redevelopment (see below), as well as confirming committee chairs and other officials in their positions.

Feedback sought on proposed ANZSI restructure

The report from the ANZSI restructure Working Party to Council has been published in this *Newsletter* after From the President. It is also available on the ANZSI website.

I would like to encourage all ANZSI members to read and comment on the paper.

ANZSI has a complex structure for such a small organisation. The main features of the proposed restructure are the dissolution of branches, the centralisation of finances, and a structure that enables the creation of flexible regional and special interest groups. I have written in earlier *Newsletters* about initial ideas for this proposal, and my views on the reasons for it.

Branch Presidents will be sending the report to their members with comments from the branch point of view.

The paper contains a number of specific questions to be addressed and some scenarios to help with visualisation of the potential changes. Please read these, and think about the implications. If there is anything that you don't think will work well, please make suggestions of how the proposal could be refined to accommodate those requirements, taking into account the implications for workload, organisational complexity and finances.

Notwithstanding the procedure outlined in paragraph D7 of the report, the Working Party has suggested that the proposal should be put to the membership, and Council has agreed. The paper from the Working Party, after it has been refined following feedback from members, will therefore be put to a Special General Meeting to be held at the ANZSI IPEd conference in Canberra. This means that the timetable as presented in the document will be changed, with both the vote on the proposal, and the vote on the necessary changes to 'tidy up' the Constitution, to be held at the Special General Meeting, scheduled to be held on Friday 8 May 2015 from 2:45 to 3:30 pm.

Comments are due to branch Presidents and/or the Working Party (Michael Ramsden) by 17 January (but please send them earlier if you have them ready, as the timeline for revising the report is tight). Feedback will be incorporated into the Working Party paper and resubmitted to Council for final discussion and refinement in early February.

ANZSI website redevelopment

Because our website host Link Digital will not be supporting our website after 2014 (it will still host it, but will not make updates to the system), Council has appointed a Working Party to examine the requirements for moving the site and also to make suggestions for possible improvements. The Working Party is being convened by our new web manager Ali Bell; other members are Mary Coe, Denise Sutherland and Karen Gillen.

Glenda Browne
President

Restructure of ANZSI: Report of the Working Party

A. Rationale

There are several issues that have led Council to seek to restructure the Society. These must be addressed in the proposed new structure:

1. ANZSI is a society with a small membership, not all of whom are active indexers. The present structure, which requires a national council and five branch committees, together with officers such as a Membership Secretary, places too great a strain on the Society's human resources. Currently there are 40 people holding office nationally or at branch level, some holding two positions, and there are several positions vacant (e.g. three positions for elected national councillors and three on the Victorian Branch committee). With 149 personal members as at 1 October 2014 and some 65 positions available, we need 43.6 per cent of our membership to be able and willing to take an active role, assuming one position per person. Experience over several years and anecdotal evidence from other organisations alike suggest that this is quite unrealistic. In short, the current structure is unsustainable.

2. Those members resident in an area served by a branch are at an advantage relative to those resident in other states or territories, such as South Australia and Tasmania, where there are several members but too few to form a branch.

3. There is a fiscal imbalance in that Council has responsibility for the provision of services (newsletter, website and so on) but it is the branches that have the main potential to earn money through activities such as courses and conferences.

4. It is not envisaged that the restructure will in any way impinge on other developments such as website redevelopment, development of Indexers Available or any move towards broadening accreditation into fields other than 'back-of-book' indexing.

5. Similarly, the committee structure of Council is a separate issue from the restructure and will operate whatever restructure is implemented or even if no restructure occurs.

B. Proposed structure

For various reasons it will be necessary to make some special provisions for New Zealand. The reasons for such provision, and the proposed structure, are set out in section C.

1. Any three or more members of the Society may petition Council for approval to form a group. Such a group may be geographically based (a regional group, e.g. Adelaide, North Queensland, Blue Mountains) or based on a common indexing-related interest (an interest group, e.g. periodicals indexing).

2. It is not envisaged that there be any limit on the total number of groups. However, that number could be managed by adjusting the number of members required to form a group.

3. The members petitioning Council must nominate one of the petitioners as convenor and that person will become the recognised contact person between the group and Council. This formal appointment would be essential to ensure that any group using a meeting hall, either by hire or gratis, would be covered by the Society's insurance policy.

4. A member wishing to form a group may gather support by placing a notice in the *Newsletter*, convening a meeting at a conference, or by some electronic means such as LinkedIn, Index-L or aliaIndexers.

5. Regional groups would normally cover an area smaller than the current branches so that they comprise members who can get together without lengthy travel. However, in sparsely populated areas a regional group may cover a larger area.

6. Members may join any group as they wish including, for example, a regional group where they work in addition to the one where they live, provided they can demonstrate that their residence and/or employment is for a settled period.

7. It is not envisaged that there be any restriction on the number of groups any one member may join though Council could impose such restriction if in future it deems this necessary.

8. When a new group is formed a notice will be published in the *Newsletter* announcing the formation of the group and giving the contact details of the convenor. Members wishing to join the group may then contact the convenor to join.

9. Members may join a group at any time by contacting the convenor and asking to be added to the group mailing list.

10. The convenor of each group will maintain a mailing list of members of the group. This mailing list may take any form; however, it is assumed that it will usually comprise a list of email addresses.

11. Provision for new members to join groups will need to be made on the membership form. The Membership Secretary will notify the convenor of each group with which a new member wishes to affiliate.

12. The Vice-President will act as Council's liaison officer with groups. This role will need to be added to the position description for the Vice-President.

13. Groups would not hold their own funds and would not, therefore, maintain a bank account. Nor would there be any need to keep financial records.

14. Groups are intended to operate in a relatively informal manner. The decision-making process would be a matter to be decided by each group. There would be no requirement to keep minutes, although this also would be a matter for each group to determine.

15. Any expenses incurred by a group will be processed through the Society's bank account by the national Treasurer provided prior approval has been given.

16. Groups should be encouraged to advertise their meetings in the *Newsletter*.

17. Interest groups, whether set up in Australia or New Zealand, should be open to all members.

18. It is hoped that a significant advantage of groups will be to mitigate the isolation of freelance work and make members feel, in the words of Heather Ebbs from Canada, 'welcome and equal'.

19. Groups may organise social occasions or meetings addressed by a member or an invited speaker. Subject to paragraph 13 above, the Society will meet the reasonable cost of venue hire and/or speakers' expenses up to a ceiling determined by budgetary considerations. The Society will probably need to include in its budget each year a sum for group expenses and should monitor group expenses to ensure that there is a degree of equity in the disbursement of funds to groups.

20. Any group that is inactive for a period of not less than 12 months may be dissolved by Council. It will be for Council to judge what constitutes inactivity.

21. The management and operation of groups will be governed by regulations made by Council, rather

than being embodied in the Constitution.

22. There should be no mandated representation of groups on Council, which should comprise the elected officers and five elected councillors-at-large. It is, however, desirable that Council be as broadly representative as possible. To that end it is proposed that a new clause be added to the Constitution empowering Council to make rules for the conduct of elections. The Constitution would still require that Council comprises four officers and a number of elected councillors-at-large (currently five). However, the conduct of the election (e.g. 'first past the post', preferential voting and so on) would be governed by rules drawn up by Council. Those rules should provide that, in an election for councillors-at-large, if there were more candidates than the number of positions available, in counting the votes the candidates should be ranked in such a way that the highest polling candidate from each state or territory is ranked above any second candidate from a state or territory. This is discussed further in Appendix A.

23. When branches are dissolved as part of the restructure their accumulated funds should be transferred to the Society's account. They should be invested securely to create a capital fund to produce an income stream. Council should seek advice from an independent source on the investment of these funds.

24. It is envisaged that in the new structure training will be the responsibility of Council. However, this should not prevent a group from petitioning Council to run, for example, a webinar or an introductory course in a given area, nor prevent the group from providing assistance.

25. The agenda and papers for Council meetings should be posted on the website or some other accessible place so that they are available to members before the meeting.

C. New Zealand

Why a different structure?

Special consideration needs to be given to the place of New Zealand members in the proposed structure because of the different currency, different publishing market and the expressed wish of New Zealand members to retain their national identity in whatever structure emerges:

1. A major distinguishing factor between members in Australia and those in New Zealand is the reality of different currencies and the consequent problem of exchange rates, which means that each time money is transferred there is an exchange fee.

2. In order to save members in New Zealand from having to pay this fee when joining, or when renewing their membership, the fees of New Zealand members are currently paid into a bank account maintained by the New Zealand Branch, and are then transferred in bulk to the Council account. It is clearly desirable that some arrangement enabling New Zealand members to pay their subscriptions in New Zealand dollars should continue to be available.

3. Membership fees are set separately for New Zealand members.

4. It seems that it would be possible for Council to open its own bank account with Westpac in New Zealand.

5. Members in New Zealand are operating in a national market different from that in Australia. The Society has recognised this by setting different recommended rates for indexing in the two countries.

6. Council will wish to continue to consult with New Zealand.

What should the structure be?

1. Members in New Zealand would be able to set up regional and interest groups in the same way as members in Australia.

2. Ideally there would be a New Zealand group to provide a channel of communication with Council and feedback to Council on issues such as the recommended rate for indexing, subscription fees and so on.

3. The Society should open a Council bank account in New Zealand to be operated by nominated members of Council. Subscriptions paid by New Zealand members would be paid into this account, thus saving them the cost of a foreign exchange fee. Funds would be transferred from this account to the Council's main account in Australia at intervals and in bulk to minimise the cost of foreign exchange. A balance should be maintained in the New Zealand account from which approved expenses of the group would be funded by Council under the same conditions as are proposed for groups based in Australia.

4. In all other respects the structure outlined in section B would apply to New Zealand.

5. Council meetings will need to be scheduled at a time that best suits members across Australia and New Zealand. Some compromises may be necessary since potentially there could be representatives on Council from Western Australia, at one extreme of time zones, and New Zealand at the other. During the summer months this would result in a time difference of five hours. The solution could be to hold Council meetings on a weekend to ensure that meetings are held at a time of day suitable for all members.

D. Implementation

1. It is not constitutionally necessary to put the restructure proposals to a general meeting of members before implementing them. The Constitution, which in this respect closely mirrors the provisions of the Model rules, gives Council wide powers and it clearly has the authority to take the steps necessary. The relevant provisions of the Constitution are set out in the following extract.

   E Council
   Powers
   . . .
   (g) establish and dissolve branches
   . . .
   (j) subject to this Constitution, the Act and the Regulations, exercise all such powers and functions as may be exercised by the Society other than those powers and functions that are required by this Constitution or the Act to be exercised by general meetings of the members of the Society.

2. There is no provision, either in the Act or in the Constitution, that requires that the reorganisation be put to members at a general meeting. Council may choose to do so but it is submitted that provided:
   (a) the proposals are publicised in the *Newsletter*

(b) each branch approves of the proposals

(c) there are no substantial concerns raised by members that cannot be met

Council may properly proceed without reference to a general meeting.

3. The changes to the Constitution are mainly editorial and are set out in Appendix B. They are mainly the removal of references to branches, provision for Council to make rules for the conduct of elections, and the replacement of section H (dealing with branches) with a new section dealing with groups. Provided there is general agreement, as postulated in the previous paragraph, there is no reason why they could not be put to a general meeting after the structure has been implemented.

4. It is proposed that, once Council has resolved on a preferred structure, the proposal should be:
(a) circulated to each branch for discussion and feedback to the Working Party;
(b) published in full in the *Newsletter* for the information of all members, with an invitation to provide feedback to the Working Party.

5. The deadline for feedback should be 12 weeks from the date of the Council meeting.

6. The Working Party should consider all the feedback and present a final proposal to a Council meeting scheduled for six weeks following the closing date. Some thought should be given to whether or not this should be a special meeting. There needs to be adequate time to debate the issues. The decision will probably depend on the extent to which the proposed restructure commands general support. This should be apparent by the time the closing date for comment is reached.

7. Timetable:

November	Working Party preliminary report considered by Council
February	Comments close
March	Council makes decisions on future structure
October	Amendments to Constitution put to AGM

8. If the conditions set out in paragraph 2 above are not met, consideration should be given to calling a Special General Meeting to consider Council's proposals and the consequent changes to the Constitution. It would be embarrassing if the restructure was approved by Council and implemented only for the changes to the Constitution to be rejected by the members at an Annual General Meeting. Council should make a decision on how to proceed once it is clear how broad or otherwise is the support for the proposed restructure.

9. Once the new structure has been approved Council should place an announcement in the *Newsletter* and invite submissions for the creation of regional or interest groups. No deadline need be set as it should be possible for groups to be set up at any time.

E. Advantages and disadvantages

Advantages

The proposed structure will:

1. give the Society a clearer focus

2. significantly reduce the number of positions to be filled

3. reduce the workload of some positions as groups will not be required to keep minutes or financial records. The national Secretary and the national Treasurer will not have to deal with five branches. There will also be a reduction in workload by the elimination of duplication (see following paragraph).

4. reduce duplication of work resulting from proposals being considered by committees at different levels in the Society. For example, in the current structure the Indexers Available restructure committee holds discussions and then reports on them to NSW Branch (which holds an official role in the Indexers Available redevelopment), the committee then reports to Council. Some people are hearing everything three times. All decisions take longer than they would if they had only to go through one body, and the Council Secretary and others bear the burden of tracking multiple versions of documents, and of remembering what stage each document is up to and putting matters on the agenda at the appropriate time

5. place all members on a more equal footing, enabling members at least in Adelaide and Tasmania, which have insufficient members to form a branch, to set up a regional group and so gain some additional benefit from their membership. Experience of the Society of Indexers in the UK is that the main role of local groups is probably in enabling indexers to get together to combat the isolation of the freelance life

6. improve Society's income stream. Council will have a greater pool of resources under its own management and will derive income from investing those funds

7. probably reduce the cost of the annual audit as there will be only one financial statement to be audited rather than six as at present

8. for the same reason simplify the task of the Treasurer in preparing for the annual audit of accounts.

Disadvantages

1. Members will not be able to raise matters through their branch committees. However, there are adequate alternative channels through which they can bring an issue to the attention of Council. They can:
    (a) write to any member of Council (preferably the President or Secretary) to raise an issue
    (b) post a comment on the discussion page on the website, although there is currently no mechanism to inform Council or the members-at-large that a comment has been posted
    (c) write a letter for publication in the *Newsletter*
    (d) respond to major council papers, either by adding comments to papers online, or through a mailing list that enables back and forth communication.
    In discussion of the restructure with the membership-at-large these avenues should be publicised.

2. The workload of the Treasurer will be increased by the need to process applications by groups for funds and to process the subsequent invoices. This may require the appointment of an assistant as bookkeeper while reserving to the Treasurer the responsibility for approval of applications.

3. The workload of the Education Coordinator will be increased. It is envisaged that groups would contribute local and other support for training activities.

4. The proposed structure does not guarantee diversity of representation on Council although the proposed rules for election of councillors-at-large (see Appendix A) do offer the possibility of considerable diversity provided candidates are forthcoming.

5. The proposed structure does not guarantee that a group will exist with the purpose of organising activities in any given area. While the proposed new structure will devolve responsibilities to the grass roots (which is its advantage) it does also mean that, unless one or more members takes the initiative, there may be less activity in some places.

F. Some scenarios

The following scenarios are offered to indicate how the proposed structure might work in practice.

Scenario for group formation

1. Someone is interested in forming a group of people who do annual report indexing. They contact four other people they know are involved. All are interested, so they select a convenor who puts the proposal to Council.

2. Someone is interested in connecting with people who index craft objects. They don't know any indexers who do this, so they put a notice in the *Newsletter* asking for expressions of interest. One person replies, who doesn't index art objects but does index other collections. They jointly plan a broader scope for the group and readvertise, this time in the *Newsletter* and via social media. They get more responses, select a convenor and put a proposal to Council.

3. Someone is interested in connecting with other indexers in their regional area. They advertise in the *Newsletter* and get no responses, so they join the closest group available. (It would be useful if the Membership Secretary was able to provide a list of local indexers in that area, but probably this is not possible within privacy guidelines and, perhaps also, within workload considerations.)

Scenarios for running an event

4. The annual report group would like to participate in training in indexing annual reports. The group doesn't think face-to-face training would be viable but is attracted to the idea of a series of short seminars at which it could learn some basic approaches and ask questions of the trainer. It approaches the Council's Education Committee to consider two webinars and offer to assist as required.

5. The Blue Mountains group organises a social meeting every three months. As expenses are met by those who attend, there is no need to make an application to Council. The group does, however, advertise each meeting in the *Newsletter* in case any members who are not in the group may be interested in attending.

G. Feedback

The purpose of this paper is to develop proposals for a new structure for ANZSI. It is proposed that if Council accepts the broad thrust of the proposals, it now be submitted to branches and the membership-at-large for discussion and feedback. Any feedback will be welcome but the Working Party has highlighted certain issues. The numbers relate to the numbered paragraphs in the report:

B1   Three has been suggested as the number of people required to form a group. The Working Party considered other possibilities but settled on three as this is the number of members in Western Australia. The Working Party would be interested in hearing suggested benefits and disadvantages from having this or a different number.

B1   The Working Party has used the term 'group' in this paper as it has broad scope. Other wording, such as 'chapter', has been proposed. This Working Party has no strong feelings on this issue and would welcome suggestions.

B21　This proposed restructure would result in changes to the way training courses are presented. It is envisaged that this will become a centralised function. Please consider this carefully and comment on any issues that should be considered as the new structure is developed and implemented.

F1.4　The paper contains a few scenarios of situations that might occur. It would be useful if readers could think of any groups they think might form, or events that should be run, and consider whether the structure proposed here would accommodate them. If not, what changes would you suggest?

Michael J. Ramsden
Glenda Browne
Shirley Campbell

15th October 2014

Restructure of ANZSI: Appendix A

Voting Procedure

Conduct of elections for councillors-at-large

The following rules are proposed for the election of the five councillors-at-large. The officers of the society would be elected as at present. For the sake of this discussion, each of the ACT, New South Wales, New Zealand, the Northern Territory, Queensland, South Australia, Tasmania, Victoria and Western Australia is regarded as a constituency. Preferential voting should be used for all elections.

1.　If there are five candidates or less all candidates are elected.

2.　If there are more than five candidates, all from different constituencies, the five candidates with the highest number of votes will be elected.

3.　If there are more than five candidates, and more than one candidate from one or more constituencies, the candidates shall be ranked so that the candidate from each constituency with the highest number of votes will be ranked ahead of the second or third candidate from constituencies with multiple candidates. These second or third candidates will be ranked simply by the number of votes received regardless of affiliation.

4.　The five highest-ranked candidates are then elected.

5.　The following examples will help to explain the procedure.

Example 1

The result of the poll is:

    Mary Green (NSW) 30 votes
    Simon Fraser (NZ) 22 votes
    Brian Mason (ACT) 19 votes
    Ann Brown (Vic) 15 votes
    Carol Martin (Qld) 10 votes
    Alison Dunne (SA) 9 votes

In this case there is only one candidate from each constituency so Mary Green, Simon Fraser, Brian Mason, Ann Brown and Carol Martin are elected.

Example 2

The result of the poll is:

    Marion Hart (NSW) 30 votes
    Simon Hilton (NZ) 23 votes
    Barry Smith (Vic) 19 votes
    Carol Roberts (ACT) 17 votes
    Ann Bowen (Vic) 13 votes
    Alison Dunne (SA) 8 votes

In this case Marion Hart, Simon Hilton, Barry Smith, Carol Roberts and Alison Dunne are elected. Although Ann Bowen has more votes than Alison Dunne she is not elected because she is the second and lower-ranked member from Victoria (i.e. Victoria already has an elected member).

Example 3

  The result of the poll is:

    Catherine Black (NSW) 25 votes
    Samuel Smiles (Vic) 20 votes
    Tricia Brown (Vic) 17 votes
    Andrew Carnegie (NZ) 15 votes
    Sandra Mills (NSW) 12 votes
    Brian Brown (NSW 11 votes
    Ann Miller (NZ) 8 votes

In this case Catherine Black, Samuel Smiles and Andrew Carnegie would be elected as the candidates from their states with the most votes. This leaves Tricia Brown (Vic, 17), Sandra Mills (NSW, 12), Brian Brown (NSW, 11) and Ann Miller (NZ, 8). There are two vacancies remaining so Tricia Brown and Sandra Mills would be elected.

Restructure of ANZSI: Appendix B

Revision of ANZSI Constitution

The left-hand column shows the existing text of the Constitution as approved by Consumer Affairs Victoria in November 2013, which will need to be amended. The right-hand text shows the changes consequential from the abolition of branches. Text in red is commentary.

Current text	Proposed changes
Section A	**Section A**
This section covers the name, aims and powers of the Society, and definitions. There is no reference to branches.	No change to this section.
Section B **Membership and Subscriptions**	**Section B** **Membership and Subscriptions**
12. Nominations for honorary life membership shall be submitted to the Secretary by a proposer and seconder who must be current members of the Society, or by the committee of a branch.	12. Delete everything after '. . . members of the Society' and insert a full stop. This does not preclude the possibility of a group putting forward a nomination. This possibility is adequately covered by the revised clause which states simply a requirement for a proposer and seconder who are members of the Society.
<u>General rights of members</u>	<u>General rights of members</u>
21. A financial member of the Society is entitled to: (f) have access to the Constitution, the minutes of general meetings, confirmed minutes of the Council and of branch committees, and other relevant documents of the Society as prescribed by this Constitution;	21 (f). Delete 'and of branch committees'.
24. The rights to receive notices and to attend general meetings shall extend to meetings of the branch to which a member belongs.	24. Delete this paragraph and re-number subsequent paragraphs.
Section C **Discipline, Disputes and Mediation**	**Section C** **Discipline, Disputes and Mediation**
Disputes and mediation	**Disputes and mediation**
18. The grievance procedure set out in this section applies to disputes between: (a) a member and another member; (b) a member and the Council; (c) a member and the committee of a branch; (d) a member and the Society.	18 (c) a member and the convenor of a group;

Section E Council Powers	Section E Council Powers
(g) establish and dissolve branches;	To read: (g) establish and dissolve subordinate groups according to the provisions of Section H. Section H being the existing section on branches which will need to be revised. Add: (h) make rules governing the conduct of elections; and re-number subsequent sub-paragraphs.
<u>Delegation</u>	<u>Delegation</u>

2.   The Council may, by resolution, delegate to a member of the Council, a branch or a committee, any of its powers or functions other than:
 	
   (a)   this power of delegation; or
   (b)   any duty imposed on the Council by the Act or any other law
	2. For 'branch' substitute 'group'

Members	**Members**

4. The Council shall consist of:
 	
   (a) the officers of the Society;
   (b) five ordinary members elected by the membership;
   (c) the presidents of branches, ex officio;
   (d) such other members as the Council may from time to time coopt in accordance with Section E1(d) of this Constitution.
	(c) Delete
	(d) becomes (c)

11. <u>Proxies</u> Proxies shall not be permitted at meetings of the Council except that presidents of branches, if unable to attend a meeting of the Council in person, may nominate another member of the branch committee to attend in their place with the right to speak and vote.	11. <u>Proxies</u> Re-draft to read: 'Proxies are not permitted at meetings of the Council'. The provision of proxies was written into the Constitution specifically for the benefit of branch presidents.
Section F **Election of Officers and Council and Casual Vacancies** **Removal of a Council Member** <u>Ex officio members</u> 17. The Society in general meeting may, by special resolution, carry a vote of no confidence in a member of the Council holding office ex officio. In such a case the branch concerned shall elect another member to hold office on the Council until the next annual general meeting but the member shall continue to hold office in the branch unless the members of the branch in a general meeting decide otherwise.	**Section F** **Election of Officers and Council and Casual Vacancies** **Removal of a Council Member** <u>Ex officio members</u> Delete this clause. Re-number subsequent clauses.
Section H	**Section H**

Branches	Local Groups
This entire section to be deleted and replaced by a new Section H.	1. The Council may, on the request of members in a local area, or with a common indexing-related interest, approve the formation of a group. 2. A group shall be an informal body formed for the purpose of enabling members in the area concerned to meet together for social and professional purposes. 3. Groups shall operate under regulations approved by the Council. 4. Each group must comply with the Act and with this Constitution. 5. A group may be dissolved by the Council if it fails to comply with the requirements of the Act or of this Constitution, if its members act in a manner contrary to the aims or interests of the Society, or if it contravenes the regulations approved by the Council governing the operation of groups.
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Council bios

Jane Douglas, Queensland Branch President

Jane's professional background is in marketing and communications. She is new to indexing but hopes to take on more work while she finishes her post-graduate studies. She has been enjoying filling the role of President of the Queensland Branch, and has found that the best thing about the job is spending time with the great group of people who make up the branch. Jane lives in Ipswich, Queensland, with a whole tribe of children and way too many pets.

Judy Richter, Council member

Indexes and indexers are great!

Fascination with indexes prompted me to take a back-of-book indexing course about 10 years ago in Melbourne with Max McMaster. That interest has grown through conferences, meetings, newsletters and work ever since. Glenda Browne's website indexing course in Adelaide and being mentored by John Simkin provided other important training.

I studied for a BA in Library Studies in the late 1970s, the time of the rise of subject databases. My preference for technical information, information retrieval and reference work led to indexing mineral and petroleum exploration and production reports for government and industry for 12 years, including thesaurus construction and database design.

Currently I'm a cataloguer for one of Australia's major library suppliers, ALS Library Services, and a fledgling indexer. It is a credit to indexers that we cataloguers make a note 'includes index' when an index is present in a book and it is pleasing to sometimes see the indexer among the folk acknowledged on the imprint page.

Indexing and cataloguing share many things, as was finely demonstrated by the AIATSIS presentation at this year's Bowral conference and touched on in the discussion of accreditation. Subject analysis,

structure and headings are the keys to enable information in the book, report, website or archive to be readily found.

Whatever I know about indexing numbers and annual reports, Adelaide Zoo's animal photo index, home indexing set-ups, Sandakan, crossword puzzles and many more topics came from meetings in Adelaide, Melbourne, Canberra and Bowral. I am looking forward to ongoing learning through next year's Write | Edit | Index conference and being part of ANZSI Council.

ZAKUSKI

Indexing royalty

I was recently browsing on the web and came across an article on Wikipedia about Samuel Ayscough (1745–1804). He was a librarian and an indexer and was known as 'The Prince of Indexers'. You can read about his life at Wikipedia.

His notable achievements include an excellent catalogue of the undescribed manuscripts in the British Museum. This catalogue was drawn up on 20 000 separate slips of paper. Each manuscript was examined carefully and the classification consists of two indexes, the first being the numbers of the manuscripts and their pages in the catalogue, and the second being an index of names.

His other indexing contributions were an index to the *Gentlemen's Magazine*, a general index to the *Monthly Review* and an index to the words and passages of Shakespeare.

Digital royal wave

Queen Elizabeth II posted her first tweet on 24 October, complete with a tag and sign off. The tweet was sent from the verified @BritishMonarchy account during the opening of the Information Age exhibition at London's Science Museum.

Interesting collection

Melbourne University Library has received another collection, this time from the Red Cross. The Red Cross has donated a century's worth of photographs, minutes, annual reports, publications and newsletters, as well as executive correspondence series, records of Red Cross awards and honours, and activity and project records, such as World War II prisoner-of-war index cards. There is also a huge audiovisual collection. According to the University of Melbourne's archivist, Dr Katrina Dean, 'this collection is a significant piece of Australia's social history'.

News and announcements

Vale Gough Whitlam

Former Prime Minister Gough Whitlam died in November, aged 98. An Honorary ALIA Member, he was a recipient of the Redmond Barry award for his commitment to the 'right to know'. Madeleine Davis sent this quote from Gough Whitlam's memorial service:

'The best way to judge the merit of a political biography', Gough once told his erstwhile press secretary O'Brien, is to go straight to the index and look under "W". The more times "Whitlam" is mentioned, the better it is'.

Conference registrations open

write | edit | index

2015 Australian Conference for Editors, Indexers and Publishing Professionals

Canberra, Australia, 6–9 May 2015

Registrations are now open

Program content is online

Visit the conference website for all the details!

Journal of the China Society of Indexers

As part of its publication exchange program ANZSI receives the quarterly *Journal of the China Society of Indexers.* It is entirely in Mandarin apart from the table of contents. If anyone would like to read this journal and perhaps provide the *Newsletter* with extracts of interesting articles, please contact Michael Wyatt.

Annual report indexing

The ACT Region Branch is considering running an introductory annual report indexing workshop in February 2015. We would like to gauge possible numbers for this event before we start organising it, so if you might be interested in attending, please email Denise Sutherland.

Professional reading for Christmas

December's edition of *The Indexer* is out now. Articles featured this issue are:

- 'Indexes, in praise of' (Sasha Archibald)

- 'The personality of the indexer' (Hazel K. Bell)

- 'The wonderful woman indexer of England: Nancy Bailey' (David A. Green)

- 'Where is the evidence? A review of literature on the usability of book indexes' (Mary Coe)

- 'The classical index in the Internet age' (Xu Shu).

There is a Culinary Centrepiece from Gillian Watts and Catherine Sassen and there are also reports from this year's

SI Conference, as well as regular features. All in all, it's an excellent Christmas read.

If you subscribe, you can read it via Ingenta or it will be in your letterbox very soon. Annual subscriptions are available to ANZSI members for £30 from or single issues via Lulu.

ASI webinars and classes

ASI provides its webinars and online learning classes to sister societies at member rates. The coupon codes for these are in the Members' Login section of the ANSZI website. After logging in, select 'ICRIS links' from the left-hand navigation and scroll down to the webinar or class of interest.

Events

- Wednesday 3 December: **Victorian Branch** Christmas meeting, 6:00 for 6:30pm at Holy Trinity Church Old Opp Shop, Kew. An ANZSI Christmas recipe book. Members are asked to bring along their favourite Christmas recipes to combine into an indexed recipe book. (Full details are not yet available on the web site.) Contact Ray Price
- Wednesday 28 January: **Victorian Branch** Committee meeting, 4:30 pm at The Old Op Shop, Holy Trinity Anglican Church, Kew. Contact Ray Price
- Wednesday 28 January (change of date from the first Wednesday of February because of a clash with the ANZSI Council meeting): **Victorian Branch** meeting, 6:00 for 6:30 pm at The Old Op Shop, Holy Trinity Anglican Church, Kew. **My first paid index**. Members to bring along their index and talk about their experience with it. Contact Ray Price
- Wednesday 4 March: **Victorian Branch** meeting. **Art indexing**. This meeting will be held at an artist's home and details will be provided at a later date.
- Wednesday 1 April. **Victorian Branch** meeting, 6:00 for 6:30 pm at The Old Op Shop, Holy Trinity Anglican Church, Kew. **Electronic indexing using Page Plus, a page layout program**. Contact Ray Price
- 6–9 May 2015: Write | Edit | Index, a **national conference** for editors, indexers, and publishing professionals, Canberra.

ANZSI Newsletter

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About the *Newsletter*

The *Newsletter* is published monthly 11 times a year, with combined issues for January and February. Opinions and statements expressed in the *Newsletter* are those of the individual contributors, and do not necessarily reflect the opinions of the society.

Newsletter schedule

The next *Newsletter* will appear in February 2014. The contribution deadline is Friday 30 January. Please send contributions by email to the editor at anzsi.editor@gmail.com.

Advertising rates

For current advertising rates, please visit our website.

ANZSI contact information

ANZSI's general email address is: ANZSIinfo@anzsi.org

Further contact details in PDF format are available on the ANZSI website.

ANZSI Council

President: Glenda Browne
Vice-President: Lindy Allen
Secretary: Kerry Anderson
Treasurer: Michael Wyatt

Council members: Judy Richter, Terri Mackenzie, Elisabeth Thomas and Mei Yen Chua

Branch Presidents (*ex officio*): Denise Sutherland, Nikki Davis, Julie Daymond-King and Mary Coe

Branch and regional contacts

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New South Wales: President, Mary Coe
New Zealand: President, Julie Daymond-King
Northern Territory: Contact, Frieda Evans
Queensland: President, Jane Douglas
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