



Australian and New Zealand Society of Indexers Inc.

Annual report

2010 – 2011

Table of Contents

President's report	3
Council report	4
Treasurer's Report	6
Membership report.....	7
Branch Reports	9
ACT Region Branch	9
New South Wales Branch.....	9
New Zealand Branch	9
Queensland Branch.....	10
Victorian Branch.....	11
State and Territory Representatives.....	12
Committee Reports	12
Awards Committee	12
Registration Committee	12
Education Committee	13
Promotions and Publicity Committee.....	14
Web site report.....	14
Newsletter report	15

President's report

About the report

This report will be presented at the Annual General Meeting of ANZSI on 14 September 2011 during 2011 ANZSI Conference Indexing *see* Change at Brighton Savoy, Brighton, Victoria. In an effort to ensure that the complete range of activities of the Society is covered in this report I sought and obtained input from all Council Officials, Committee Chairs and Branch Presidents. This is the first occasion that ANZSI has prepared an annual; report and it will be a useful historical document for the future.

2010–2011

This year marked the 35th year for ANZSI and the year we became incorporated. Both significant events for a professional organisation and cause for celebration. Becoming incorporated now means officers and members are legally protected. There have been other key events during 2010–2011 and I will highlight just a few:

- Branches held a wide variety of events for members that included:
 - NSW and ACT Region Branch joint conference on ‘Cooks who index; indexers who cook’.
 - Victorian and Queensland Branches visited their respective MBS Classical Radio Stations.
 - The VIC, run by Victorian Branch, talked about indexing anything from nursery rhymes to art books and even wine.
- Branches continued to run training at both the basic level and in more specialised areas. These were often attended by members travelling from interstate and even overseas.
- The benefit of peer review type training is being recognised with opportunities for members to participate, no matter where they live. Courses were run by both NSW and Victorian Branches.
- New Zealand Branch published their first book indexes completed as part of their mentoring program.
- *ANZSI Newsletter* developed a new look and is now available in full colour via email.
- Promoting indexing and indexers has been done in a number of ways:
 - ACT Region Branch held a joint meeting with the Canberra Society of Editors and has plans for this to become a regular event.
 - New Zealand Branch conducted a workshop at the annual conference of the Archives and Records Association of New Zealand.
 - Advocacy for indexes in ebooks took a positive turn with submissions by both Council and NSW Branch to the federal government’s Book Industry Strategy Group.
 - Distribution of ANZSI bookmarks continues with them being included in satchels at various editors and writers events and even sending ten to each member for distribution.
 - Publication of *Indexing your annual report*.
- ANZSI was represented at meetings and conferences run by overseas indexing societies in Shanghai, China; Middleburg, The Netherlands; Frankfurt, Germany; Providence, USA; and Vancouver, Canada.
- The full Council meeting in March was such a success it will become an annual event.

2011–2012

Early in 2012 Council will send out a survey to members. This is a great opportunity for members to tell Council what they would like from ANZSI in the future.

Thank you

Thank you to all Council members, Council Officials, Council Committee members, Branch Committee members, State/Territory Representatives, members and non-members who volunteer their time to the Society and without whose help the Society would not exist.

Council report

Council membership

Mary Russell	President
John Simkin	Vice President
Michael Ramsden	Secretary
Margaret Findlay	Treasurer
Alan Eddy	
Karen Gillen (from October 2010)	
Max McMaster	
Shirley Campbell	President, ACT Region Branch
Frances Paterson	President, NSW Branch
Robin Briggs	President, New Zealand Branch
Moira Brown	President, Queensland Branch
Jane Purton	President, Victorian Branch

Officers of the Society

Editor, Newsletter	Peter Judge
Membership Officer	Joanna McLachlan (July – November 2010)
	Karen Gillen (from November 2010)
Web Manager	Mary Russell

State and Territory Representatives

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	Vivienne Wallace (to April 2011)
Western Australia	Linda McNamara

Chairs of Committees

Awards	Alan Walker
Registration	Sherrey Quinn
Education	Mary Russell
Promotions and Publicity	Max McMaster

Council Deliberations

Council met eleven times during the year. High on the agenda was the incorporation of the Society under the provisions of the *Associations Incorporation Act 1981* (Vic). Council regarded this as a high priority on account of the legal protection afforded to officers (including officers of branches) acting in an official capacity and to members. As an unincorporated society ANZSI had no legal existence and therefore could not be sued. The most serious consequence of this was the potential liability thus falling on members of the Council and of branch committees and, in some circumstances, on the members of the unincorporated society. Application for incorporation required a thorough overhaul of the Constitution with the amended Constitution being approved at the Annual General Meeting in 2010 which also approved Council's recommendation to take the steps necessary to incorporate the Society. Incorporation was granted with effect from 27th October 2010.

In March 2011 a meeting of the full Council (i.e. including all ex officio members) was held at the Best Western Airport Motel and Convention Centre in Melbourne. The meeting was unanimously regarded as a great success and it was agreed that a similar meeting be held in 2012 at the same time of year.

Council has been investigating the feasibility of using the SI Course to prepare students to meet ANZSI's educational requirements. The investigation is ongoing and at the time of writing ANZSI is seeking clarification of some matters relating to the cost of the online version of the course.

In October 2010 ANZSI received a letter from Dr Barry Jones, Chair of the Book Industry Strategy Group, inviting the Society to make a submission to an inquiry being conducted by the Group preparatory to a report to the federal Government on strategies to help Australia's book industry meet

the challenges and opportunities presented by digital technologies. Council resolved to make a submission, and branches were invited to make suggestions on matters to be included. The inquiry, and the decision to make a submission, were also publicised in the Newsletter. A submission was drafted by the President, approved by Council and forwarded to Dr Jones. The NSW Branch also made a separate submission.

In November Max McMaster became aware, from a report in the *Weekly Book Newsletter*, that the Federal Government had decided not to go ahead with the tender process to explore options for revision and updating of the *Australian Government Style Manual*. John Wiley currently holds a contract to publish the 6th (and current) edition. This contract runs to February 2012 with a possible one year extension. A spokesman for the Department of Finance and Deregulation said, in December 2010, that the Department is considering whether there is still a need for a whole-of-government style guide, the scope of any revision and the format in which it should be published, including the possibility of moving to an online version. Council is holding a watching brief on the situation.

Council has investigated the possibility of registering for GST. It has decided in principle to do so and is currently preparing an application for registration. Registration may commence at any time; it need not date from the beginning of the financial year.

The report of the Education Policy Committee in March 2010 recommended that a facility be included in Indexers Available for members to list relevant qualifications beside Registration. Council took up this recommendation, and the NSW Branch has also been active in looking into additional information that might be included. Council, together with the Branch, is working on a proposal which would significantly expand the information that may be included in an entry. It is likely that this will entail taking down the existing facility and installing a newly designed and expanded version in its place.

At the full Council meeting in March the President presented two papers: ANZSI in the Bigger World (available on the website as Council document 35-058) and Aims of ANZSI (Council document 35-059). The papers were designed to begin a conversation about the kind of organisation ANZSI wishes to be, the aims appropriate to such an organisation, and how those aims should be pursued. As a result of the debate at the meeting, and subsequent discussion and consultation, a revised set of aims has been developed which will be submitted to the AGM.

Council is in the process of reviewing the procedures for registration and re-registration. Registration itself, and the overall process by which it is attained, are not in question. Rather the review is focussed on issues such as how to promote Registration to members and outsiders; could improvements be made to training; could the name 'registration' be improved; is re-registration required; and on the structure and workings of the Committee. The Council has received a paper from the Chair of the Registration Committee and has consulted with branches. The review is close to completion.

At a meeting held during the conference of the ASI in 1998 an informal body of international representatives of indexing societies was formed with the first formal meeting being held at the SI conference in 1999. The committee has now adopted the name ICRIS (International Committee of Representatives of Indexing Societies). Representatives meet informally at conferences of affiliated societies and there has been a more formal triennial meeting, the last one in South Africa in 2010. The next such meeting is scheduled for 2013 after which it has been decided that such meetings will be held annually. Max McMaster has been asked to draw up a possible schedule of host societies for international meetings over the next few years. ANZSI has been represented at most meetings and has taken an active interest. The Society would like to see the international organisation grow into a formal and permanent organisation and sees this move to annual meetings as a positive step.

In November 2010 Joanna McLachlan stood down from her position as Membership Secretary and was succeeded by Karen Gillen. Joanna had been Membership Secretary since June 2004 and Council expressed its appreciation of her long and valued service.

Treasurer's Report
Draft Financial Budget 30 June 2011 to 1 July 2012

INCOME, 1 July 2010 to 30 June 2011

Item	\$	\$
	Estimate 1 July 2010 to 30 June 2011	DRAFT 1 July 2010 to 30 June 2011
Membership	18,000	24,567.00
Bank and investment interests	500	868.70
Registration fees	300	150.00
ANZSI Newsletter, subscriptions and advertising	600	885.00
Publications	6,000	1,515.00
Sundries - overpayment, website trialling	0	130.50
Sale of aussie.org web address	0	464.95
Online service fees from branches	500	471.40
TOTAL	25,900	29,052.56
<i>Payments received online/credit card on behalf of Branches</i>		<i>8,134.00</i>

EXPENITURE, 1 July 2010 to 30 June 2011

Item	\$	\$
	Estimate 1 July 2010 to 30 June 2011	DRAFT 1 July 2010 to 30 June 2011
Web Redevelopment Project / hosting / transactions	4,000	1,021.00
ANZSI Newsletter – 11 issues with 12 pages with colour	8,200	6,444.22
Allocations to Branches based on roughly 250 members	3,000	2,384.00
Incorporation	300	119.50
Administration / Auditor / Public Liability Insurance	1,000	1,358.00
Bank charges / merchant charges	1,000	956.74
Publications <i>Annual Report / Assessing an index</i>	2,900	1,963.16
Promotion and Publicity	950	1,249.25
Council visits, attendance at Branch meetings	1,000	502.30
Full Council meeting with ex-officio members	1,800	2,468.99
Education / Training	0	0.00
Awards program	300	0.00
AGM / Events	450	0.00
Registration program	150	68.10
Sundries - overpayment, website trialling	0	130.50
TOTAL	25,900	18,665.76
<i>Reimbursement to branches for online/credit card facilities</i>		<i>7,314.00</i>

ASSETS at 30 June 2011

Item	\$
Cheque account	9,808.38
Westpac MaxI Investment Account	8,714.58
St George Investment	5,000.00
Reimbursement to Victorian Branch for funds collected online	-805.00
TOTAL	22,717.96

Membership report

A. New Subscription Periods

Following amendments to the ANZSI Constitution passed at the AGM held in August 2010, half-yearly membership subscriptions were abolished, and two annual renewal dates were instituted. Under the new subscription arrangements, members now have the following options:

- For those who join the Society on or after 1st January and before 1st July, subscriptions will fall due on 1st January each year.
- For those who join the Society on or after 1st July but before 1st January in the following year subscriptions will fall due on 1st July each year.

B. Total Membership at 30 June 2011

At 30 June 2011 ANZSI had a total of 232 members. This figure is broken down in the table below according to branch affiliation and type of membership. These figures are compared to the previous year's figures in Table 2 in the next section.

Branch	Corporate	Life	Personal	Student	Total
ACT Region	2	0	36		38
NSW		2	46	1	49
NZ			26		26
QLD			33	1	34
VIC	2	3	73		78
No branch					7
• SA			3		
• Tas			1		
• WA			2		
• Canada			1		
Totals	4	6	220	2	232

Table 1. ANZSI Membership at 30 June 2011

C. Membership Figures at 30 June 2010 and 30 June 2011

Note: The figures in the shaded columns overleaf were originally provided in ANZSI Council document 35/019 (12/10/2010). The reduction in membership figures between June and October 2010 (in column 2) reflects the number of members removed from the membership roll as a result of non-payment of their due subscription. Losses were calculated on the basis of branch memberships at the end of the previous financial year. These are shown in absolute terms (column 3) and percentage terms (column 4). The number of new members for each branch over the past twelve months is then shown in column 5. Please note that the figures in this column include members joining for the first time, as well as some former members who renewed their subscriptions after 1 October 2010. Finally, the total number of members at the end of the 2010–2011 financial year is provided in the last column.

Branch	Total 30 June 2010	Total 1 October 2010	Loss	Percent Loss	New Members July 2010–June 2011	Total 30 June 2011
ACT Region	39	36	3	7.7	2	38
New South Wales	53	38	15	28.3	11	49
New Zealand	27	24	3	11.1	2	26
Queensland	31	27	4	12.9	7	34
Victoria	86	62	24	27.9	16	78
No branch	8	5	3	37.5	2	7
Total membership	244	192	52	21.3	40	232

Table 2. Membership figures at 30 June 2010 compared to 30 June 2011

D. Place of Residence and Branch Affiliation of Members

Regardless of where they actually live, members of ANZSI are free to choose which branch they wish to be affiliated with. The following table shows the distribution of members according to their place of residence and choice of Branch affiliation at 30 June 2011.

Country/ State of Residence	Branch Membership						TOTAL
	ACT Region	NSW Branch	NZ Branch	Qld Branch	Vic Branch	None	
Australia							
• ACT	35						35
• NSW	3	48		2			53
• NT					1		1
• Qld				32			32
• SA		1			5	3	9
• Tas					6	1	7
• Vic					65		65
• WA						2	2
New Zealand			26				26
Canada						1	1
TOTAL	38	49	26	34	78	7	232

Table 3. Members by country/state of residence and branch affiliation at 30 June 2011.

Branch Reports

ACT Region Branch

Committee members

Shirley Campbell (President), Eleanor Whelan (Secretary), Sherrey Quinn (Treasurer), Edyth Binkowski, Helen Frame, Tracy Harwood, Barry Howarth, Geraldine Triffitt

Committee meetings

Meetings were held in July, August, September and November in 2010 and in February, March, April and May 2011.

Branch events

- *July 2010*: Joint conference with the NSW Branch held in Bowral in the Southern Highlands of NSW: 'Cooks who index; indexers who cook'.
- *October 2010*: Annual General Meeting
- *December 2010* : Christmas BBQ
- *April 2011*: Visit to Parliamentary Library
- *June 2011*: Joint meeting with Canberra Society of Editors

Training

No training was held due to insufficient demand. Four ACT Region Branch members were subsidised to attend training sessions offered by the NSW Branch in Sydney.

Future activities

A new member of the Branch, Denise Sutherland, will be offering a session called 'Working with words'. Denise is a professional puzzle writer and writes everything from cryptic crosswords and 'quick' crosswords to word searches, cryptograms, mazes, and more. She is the author of nine puzzle books, including two *For Dummies* titles.

New South Wales Branch

Committee members

Frances Paterson (President), Glenda Browne (Vice-President), Mary Coe (Secretary), Sue Flaxman (Treasurer), Madeleine Davis, Lorraine Doyle, Elisabeth Thomas, Helen Enright.

The committee was re-elected at our September AGM when new committee member Helen Enright joined us.

Committee meetings

Committee meetings were held monthly by teleconference.

Branch events

NSW and ACT Region Branches held a joint one-day conference in July 2010, 'Recipes for Success'; our AGM was held in September and our annual Christmas party in December

Training

NSW workshops in 2011: a two-day Introduction to Indexing workshop run by Glenda Browne and hosted by Lorraine Doyle, two software training workshops, CINDEK and SKY, on 7 & 8 April, conducted by Frances Lennie and Jon Jerney and an intermediate/practical workshop running from May to June, taught by Glenda Browne.

Future activities

We will be hosting a lunch for international visitors post-conference in September.

New Zealand Branch

Committee members

Robin Briggs (President), Tordis Flath (Vice-President), Julie Daymond-King (Secretary), Jill Gallop (Treasurer) and Susan Brookes (Mentoring Co-ordinator). Other committee members are Nelly Bess, Edith Hodgen, Lee Slater, Pam Strike and Meredith Thatcher.

Committee meetings

Domiciles are spread almost the length of the country, and committee discussions take place mainly by email.

Branch events

The annual general meeting was held at Raumati in September and another general business meeting in Wellington in February.

Training

The branch held training courses-cum-workshops in Wellington over a weekend in February. The three courses, conducted by Mary Russell, the ANZSI President, covered database indexing, thesaurus construction and embedded indexing. The 19 participants included freelancers and people from libraries, tertiary institutions and government departments.

Future activities

A branch meeting after the courses decided to offer to host the 2013 ANZSI conference in Wellington. The offer was accepted by the ANZSI Council. A sub-committee had already carried out a preliminary study and is continuing its work on preparations. The branch is looking forward to hosting this important event with assistance from the Council.

Other matters

In January the branch sent its third directory of freelance indexers to key people in more than 60 publishing companies around New Zealand.

During the year, three more members completed individual mentoring under the branch's ongoing scheme to provide guided experience for new indexers.

The branch has published five book indexes compiled through this scheme and sales to libraries have begun strongly.

In August, 2010, the branch conducted one of the workshop sessions at the annual conference of the Archives and Records Association of New Zealand, giving presentations on several aspects of indexing.

Queensland Branch

Committee Members

Moira Brown (President), Maureen (Mo) Dickson (Vice-President), Vicki Law and Rachael Harrison (Secretary), Franz Pinz (Treasurer) Mei Yen Chua, David Mason, Jan Rees, Diane Josey, Jean Dartnall (North Queensland contact).

Committee meetings

Four Committee meetings were held: 6th July 2010; 31st August 2010; 28 October 2010; and 30 March 2011.

Branch events

- 20 July 2010 – AGM at Carindale Library; Guest Speaker Max McMaster. 13 attendees.
- 17 August 2010 – General Meeting at Carindale Library cancelled due to lack of attendees. 2 attendees.
- 21 September 2010 - General Meeting at Carindale Library; Guest Speaker UK Indexer Hazel Bell via DVD. 4 attendees.
- 22 February 2011 – General Meeting at 4MBS Classical Radio Station in Brisbane; Guest Speaker Gary Thorpe. 7 attendees.
- 22 March 2011 - General Meeting at Museum of Lands, Mapping and Surveying; Guest Speaker ex-Curator Bill Kitson. 5 attendees.
- 28 April 2011 – 3rd Birthday of ANZSI Queensland Branch; celebrations held in May due to Public Holiday.
- 24 May 2011 – General Meeting held at The Salisbury Hotel, Brisbane; Guest Speaker Mei Yen Chua on Indexing Cookbooks. 3rd Birthday celebrations with cake. 8 attendees.

- 28 June 2011 – General Meeting at The Salisbury Hotel, Brisbane, looked at “the good, the bad, and the unusable indexes” in our members own non-fiction books. 3 attendees; one became a new Queensland Branch member from this meeting.

Training

On 20 - 21 July 2010, 7 trainees attended the Basic Book Indexing Parts 1 & 2 with Max McMaster. One of the trainees was from Tasmania and one was from New Zealand.

Victorian Branch

The Victorian branch has had a very busy year as usual. The committee met eight times during the year. The committee members have been working hard organising the activities of the monthly VIC events, a variety of training days, the second Annual Report Challenge and the forthcoming ANZSI conference. Several future events have been promoted, including a visit to Portarlington which is a follow-up to The VIC – Same publication + many indexers = ??? exercise. Social events have not been ignored; monthly VIC events finish with dinner at a nearby restaurant and there is always a festive get-together in December.

Committee members

Jane Purton (President), Alan Eddy (Vice-President), Nikki Davis (Secretary), Max McMaster (Treasurer), Bernadette Vaughan, Margaret Findlay, Mary Russell, and Terri Mackenzie.

Committee meetings

- 12 July 2010
- 23 August 2010
- 18 October 2010
- 29 November 2010
- 29 January 2011
- 4 March 2011
- 5 April 2011
- 25 May 2011

Branch events

- July 2010 – The VIC - The Argus Project
- August 2010 – The VIC - Visit to Museum Victoria
- September 2010 – Vic Branch AGM
- October 2010 – The VIC - Show and tell
- November 2010 – The VIC - Visit to MCG
- December 2010 – The VIC - Indexing Christmas cards & festive get-together
- February 2011 – The VIC - Indexing Nursery Rhymes
- March 2011 – Visit to 3MBS
- April 2011 – The VIC - Show and tell
- May 2011 – The VIC - Indexing wine
- June 2011 – The VIC - Indexing art

Training

- September 2010 – Basic Book Indexing Part 1
- September 2010 – Basic Book Indexing Part 2
- October 2010 – Basic Book Indexing Part 3 - Peer Review
- May 2011 – Basic Book Indexing Part 1
- May 2011 – Basic Book Indexing Part 2
- May 2011 – Embedded indexing workshop
- May 2011 – Indexing Annual Reports
- May 2011 – Database Indexing Workshop
- May 2011 – Thesaurus Construction Workshop
- June 2011 – Annual Report Challenge

Future activities

- July 2011 – The VIC - Same publication + many indexers = ???
- August 2011 – The VIC – Great book, pity about the index
- September 2011 – ANZSI Conference
- October 2011 – Portarlington Art and Garden Trail
- October 2011 – Vic Branch AGM

State and Territory Representatives

The State and Territory Representatives provide a contact for ANZSI in their respective regions. The representatives are:

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	Vivienne Wallace (to April 2011)
Western Australia	Linda McNamara

Members are spread around Australia, as can be seen in Tables 2 and 3 above. Some members in States/Territories with no branch chose to belong to a Branch to keep up with what is on offer.

Local activity ranges from email between members to informal gatherings. For example, in late 2010 the South Australian members had an informal gathering at the ‘The Apothecary 1878’ in the Adelaide West End (the home of the original Adelaide Fringe Festival). On the menu were wine, tapas, and a good chinwag.’ (*ANZSI Newsletter* 2011;7(1):3).

Committee Reports

Awards Committee

Australian and New Zealand Society of Indexers’ Medal 2010.

The Australian and New Zealand Society of Indexers’ Medal is offered annually to the most outstanding index to a book or periodical compiled in Australia or New Zealand.

This year only two entries for the Medal were received, which was disappointing after last year's strong field of eight entries. The judges were unanimous in considering that neither of the entries were sufficiently outstanding to warrant the award of the Medal.

The panel of judges this year again consisted of Alan Walker, indexer (convener); Garry Cousins, indexer and librarian; and Dr Jeremy Fisher, of the University of New England, an experienced compiler, editor and user of indexes. All three judges are previous winners of the Medal.

The judges encourage Australian and New Zealand indexers who are working on significant indexes to submit their work for the Medal next year.

Registration Committee

The Registration Committee comprises the Panel of Assessors and the Receiving Officer (Registration). Current membership is:

Panel of Assessors: Sherrey Quinn (Chairperson), Jean Norman, and Frances Paterson

Receiving Officer: Shirley Campbell

Number of applications for Registration received

Four applications were received

Successful Registration

One application was successful – Daphne Lawless, a member of the NZ Branch.

Number of members Registered

There are 43 members Registered, representing about 18 percent of members. Only seven members have gained Registration in the last ten years.

Registration review and policy/procedure updates 2010–11

Summary (abstract)

In September 2010, at the request of Council, the Registration Committee Chair submitted a paper, *Registration Process and Procedures; Review and Report*. This report covered background information and addressed terms of reference determined by Council. In the first half of 2011 Council made a number of resolutions as a result of this review, prepared additional papers on Registration processes and an appeals process, and in June 2011 resolved to change the name of the Committee to 'Board of Assessors'. These papers and relevant Council resolutions are currently under review by branches.

Detailed report

In September 2010, at the request of Council, the Registration Committee Chair submitted a paper, *Registration Process and Procedures; Review and Report*. This report covered background (history and purpose of Registration; procedures and assessment, renewal of registration, and statistics on Registered Indexers and applications for Registration), and addressed terms of reference determined by Council. In requesting the report and posing questions, the Council stated that 'Registration and the requirements to attain it are not being questioned'.

The report made seven recommendations, concerning nomenclature, appeals process, renewal of Registration, documents/changes necessary if a database indexer Registration scheme were to be implemented, and the Registration Committee Chair's membership of the Education Policy Committee.

The report was received at the Council meeting on 9 September 2010, and referred to Branches for comment, to be discussed at the November Council meeting. At the request of branches discussion was subsequently deferred to the December meeting, and then again until the February 2011 meeting.

At the February meeting Council made a number of resolutions, referring some matters to other committees, resolving to study some matters further, and accepting four recommendations but rejecting three – one concerning the name of the Committee, and two on Registration renewal.

Subsequently, papers on Registration processes and an appeals process were prepared by the Secretary and circulated by Council to branches. The Registration Committee was not consulted about these papers prior to circulation. The papers are currently under review by branches.

In June 2011, Council resolved to change the name of the Registration Committee to the Board of Assessors. This decision is currently the subject of further correspondence from the Chair of the Registration Committee/Board of Assessors, and branches.

It is hoped that any Registration process issues outstanding will be resolved during 2011–12.

Other matters

Subsequent to its receipt of the review paper, Council Executive posed questions about the work of the Registration Committee, based on correspondence received from an unsuccessful applicant. The Executive resolved to interpret the correspondence as a 'complaint' rather than an 'appeal'. The Chair, at the request of the President and on behalf of the Registration Committee, responded to the Executive's comments, outlining the facts and how due processes were followed. The Chair's report was accepted by the Executive.

Education Committee

Chair Michael Ramsden (till October 2010) then Mary Russell (joined October 2010). Members: Robin Briggs, Glenda Browne, Max McMaster, Michael Ramsden and Sherrey Quinn

Indexing training sessions have all been run by the Branches this year. They covered basic training and training in specialist areas. The benefit of peer review type training is being recognised with opportunities for members to participate, no matter where they live. See the respective Branch reports above for details.

The Curriculum Working party, Michael Ramsden, Sue Hill, Sherrey Quinn and Glenda Browne (compiler), prepared a curriculum for ANZSI indexing course suites. This document was built on contributions about basic and intermediate courses from Max McMaster and Glenda Browne, on

software from Jon Jerney, and on Advanced courses from Tordis Flath. Sherrey Quinn provided a perspective from the Registration committee.

Following discussions with the Society of Indexers at their Conference in Middleburg, ANZSI is investigating the possibility of using the SI web based course to help meet our training needs. There are several aspects that need to be considered including cost.

Promotions and Publicity Committee

Membership: Mary Russell; Nikki Davis; Max McMaster

Through Vic Branch financing, the P & P Committee have distributed in excess of 7500 “Life is easier with an index” bookmarks since its inception. Bookmarks have been included in conference satchels at various editors and writers events, as well as distributed at a number of international indexer meetings. Ten bookmarks were also sent to each ANZSI member for distribution to their local libraries, bookshops, publishers, etc.

The colourful Conference Bookmark “Indexing see Change: ANZSI Conference 12th-14th September 2011” with the Brighton bathing boxes on the cover, and a montage of images of Melbourne on the back, was also sent to each ANZSI member as a means of promoting the conference. Copies of the bookmarks, produced in English, German and Chinese, were also distributed at international indexer meetings and events.

Indexing Your Annual Report, by Mary Russell and Max McMaster was released in September, 2010 in both hard copy and ebook formats. Despite extensive publicity, sales have been steady but slow, with around 75 copies sold so far. Sales however are continuing.

P&P Committee are working with NSW Branch on redeveloping Indexers Available. A preliminary report on the project has been received from NSW Branch.

At present a new book provisionally titled *Assessing an Index* is currently being written by Mary Russell and Max McMaster. This publication will be aimed at editors and indexers, both within Australia and overseas.

Web site report

The role of the Web Manager (Mary Russell) is to maintain the content of the website and to liaise between Link Digital, the website designers and host contacts, and ANZSI.

Website usage

Each week basic daily usage statistics are received. On a typical day the website receives between 200 to 300 visits, of between 900 to 2200 page views with an average of about 3 to 7 page views per visit.

Financial facilities

The requirement to sell copies of the publication *Indexing your annual report* through the website, the 2011 Conference and the fact that Victorian Branch charges GST meant the financial facilities on the website were upgraded late in 2010.

Victorian Branch is a big user of the website payment facilities for costs associated with events, such as the AGM dinner and training. This enables members to securely use credit cards with the benefit of automatic RSVPs to the event organiser and, to the delight of the Treasurer, automatic receipts to payees.

Ongoing maintenance

Ongoing maintenance of the website covers things that need to be updated or altered by Link Digital. These included updating the financial facilities just mentioned, updating the membership form to allow for calendar year membership and to update fees.

Discussions

Each month a discussion is set up for the Council meeting. These enable all Council members to easily share their thoughts and comments on items for discussion at the Council meeting.

Membership Database

The membership database is attached to the website. While this is maintained by the Membership Secretary, all members are able to update their details through the members' area of the website.

Indexers Available

As mentioned in the P&P Committee report we are looking at various ways of improving Indexers Available.

Content

Members are encouraged to submit details of items to be added to the website or alert Web Manager to errors or broken links.

Newsletter report

During the year eleven issues of the newsletter were produced, six of 12 pages and five of 8 pages. The new colour masthead was introduced in the May issue, together with changes in the way information about the newsletter was presented on the second and back pages, and transfer of the 'ANZSI contacts' information from the back page to the website. Introduction of new paper stock (Colotech 100 gsm – whiter and smoother) in August 2010 gave an improved look and feel to the newsletter, and better half-tones.

Discussion about the introduction of colour and a 'new look' for the newsletter began in August 2010 with an exchange of emails between the President and the Editor. The options discussed included full colour throughout, colour on certain pages only, or colour limited to the title area – the 'masthead'. On the basis of cost information obtained by the Editor, the question was put to Council and approval given to go ahead with the introduction of colour in the masthead. This could be achieved economically by pre-printing a year's supply of the colour element of the outer pages (the 'shell') in bulk, and then subsequently printing each month's text in black on the shell and the inner pages.

The Council entrusted the redesign to Hugh McMaster in November, and a draft was approved in March 2011. The first issue containing the redesign went to the printer in late April for distribution in May. From the Editor's viewpoint, once the major changes in layout and content were agreed, the pre-press production has involved no significant increase in the time taken, and the overall impression is now of a more modern, up-to-date publication.

Produced in this way, there is clearly no possibility of putting full-colour illustrations on any of the pages. However, the Editor is using as much colour as is practical up to the stage of circulating the draft for proofreading. The corrected draft with its coloured illustrations is then distributed to the email list and copied to the website. The print version is all black and white except for the word 'Newsletter' on the title page.

The absence of colour in the printed issue may be an incentive for more members to opt for the email version instead of hard copy, with consequent savings in printing and distribution costs. Currently a 12-page issue costs around \$280 to print and fold 185 copies (including a proportion of the \$400 to pre-print 1300 shells, which will be sufficient until the end of 2011) and \$135 for postage.