



Australian and New Zealand
Society of Indexers Inc.

Annual Report

2011–2012

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President's Introduction

The Council has pleasure in presenting its Annual Report for 2011–12. The report will be presented at the Annual General Meeting in Elsternwick on 31st October 2012. The report is compiled from contributions from all Council members and officials to represent all the work done by ANZSI.

2011-2012

This financial year has been significant not only for ANZSI but for indexing in general with the development of the EPUB Indexes Working Group. Here are a few highlights:

- ANZSI joined the International Digital Publishing Forum and is assisting in the EPUB Indexes Working Group.
- Victorian Branch hosted the 2011 ANZSI Conference.
- Training in basic indexing was run by Queensland and Victorian Branches, with peer review type options been provided to all members by Victorian Branch in annual report indexing and Queensland Branch in indexing biographies. ACT Region Branch ran an annual report indexing course. New Zealand offered more specialised training in SKY Indexing software and a web indexing and metadata course. New Zealand also continues their mentoring program. No training was done by New South Wales Branch.
- ANZSI was the guest editor for the March 2012 issue of *The Indexer*.
- Recognition of work done for ANZSI and indexing has occurred in a few ways this year. At the 2011 Conference there was a presentation to John Simkin of a small token of appreciation for his many years of service to ANZSI from its inception. Council has acknowledged there are non-members of ANZSI who have made significant contributions and established the Outstanding Contribution Award. Max McMaster instigated Quiet Achievers in Indexing column in the Newsletter as a way of promoting the various work undertaken by ANZSI members. This has proved to be a popular section of the ANZSI Newsletter and the articles are reprinted on a special webpage.
- ANZSI hosted the meeting of the International Committee of Representatives of Indexing Societies (ICRIS) at the 2011 Conference in Brighton, Victoria, and was represented at the meetings at ASI Conference in April 2012 in San Diego and the ISC/SCI Conference in Ottawa in May.

2012-2013

Some of the things for the coming year include:

- Results of the ANZSI Survey should provide useful information and indications on what issues are important to members.
- The New Zealand Branch is hosting the 2013 conference in March and there has been a lot of interest from not only ANZSI members, but members of other indexing societies.
- The efforts of the EPUB Indexers Working Group should be available early 2013.
- One of the big decisions for Council is about finances. Council runs a very tight budget. Its main source of funds is membership dues and with some members choosing not to renew this is of concern. It has no funds in reserve to fund any additional projects and is having to rely on the good will of Branches to pick up the cost of some projects, such as printing and distributing bookmarks, or making alterations to Indexers Available. Council is examining various options to develop a more sustainable financial situation.

Thank you

Thank you to all Council members, officers and committee members, branch officers and committee members, state and territory representatives, members and non-members who volunteer their time to the Society and without whom the Society could not function.

Council Report

Council membership

Mary Russell	President
Max McMaster	Vice President
Michael Ramsden	Secretary
Margaret Findlay	Treasurer
Alan Eddy	
Karen Gillen	
Shirley Campbell	President, ACT Region Branch
Frances Paterson	President, NSW Branch
Julie Daymond-King	President, New Zealand Branch
Moira Brown	President, Queensland Branch
Dominique (Nikki) Davis	President, Victorian Branch

Officers of the Society

Editor of the <i>Newsletter</i>	Peter Judge
Membership Officer	Karen Gillen
Web Manager	Mary Russell

State and Territory Representatives

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	(Vacant)
Western Australia	Linda McNamara

Chairs of Boards and Committees

Awards	Alan Walker
Promotions and Publicity	Max McMaster
Registration	Sherrey Quinn

John Simkin

At the Annual General Meeting in September John Simkin stood down from the position of Vice President and from membership of the Council. John was a founding member of the Society and had been actively involved in its affairs over a period of thirty-six continuous years on the national committee/ council or, when the executive was interstate, on the committee of the Victorian Branch. He has served a number of times as President, most recently from 2007-2010. A presentation was made at the Conference Dinner in recognition of his long and distinguished service.

John is currently working on a history of ANZSI which is being funded by the Victorian Branch.

Council Deliberations

Meetings

Council met ten times during the year. As in 2011 a meeting of the full Council, including all the ex officio members, was held in March at the Great Western Airport Motel and Conference Centre close to Melbourne Airport. Once again the meeting was deemed to be highly successful and it was agreed that a similar meeting be held in 2013. Unfortunately the Council's financial position subsequently cast doubt over the future of such meetings. Whilst it is hoped that it will be possible to hold such a meeting in 2013, the longer term position is less clear.

Aims of ANZSI

At the meeting of the full Council in 2011 a review of the aims of the Society was initiated. A revised statement of aims was put to the annual general meeting in September 2011 and was adopted, with an amendment to the first clause. The revised statement was submitted for approval to Community Affairs Victoria, as required under the *Associations Incorporation Act 1981* (Vic) and was approved.

Registration

The other item of business brought forward from 2010–11 was the revision of the processes and procedures relating to Registration and Re-registration. This is covered in the report of the Board of Assessors.

Society of Indexers Course

Council investigated the feasibility of adopting the Society of Indexers course as a means of preparing students for Registration. Whilst this proved to be a valuable exercise which resulted in a much greater

understanding of the course, it was unanimously agreed that the cost for ANZSI to take on the web version was too high. However, it was agreed that ANZSI will publicise the course on the website and encourage members to enrol as one of the distance education options.

Social media

Following an initiative by the NSW Branch, ANZSI has a Facebook page under the name ANZSociety Indexers. The link is <https://www.facebook.com/ANZSocietyIndexers?sk-wall&filter=1>.

Fifty-one people—about half of them ANZSI members—have 'liked' the ANZSI Facebook page, but fewer than forty people see most posts (not all posts go to all users' newsfeeds). At this stage few people are commenting on or sharing the posts they read. Statistics show that the 'most popular age group' is 45–54 years old.

ANZSI is on Twitter at https://twitter.com/#!/ANZSI_indexers under the name @ANZSI_Indexers. We have concentrated initially on making this social media 'neutral', not following most commercial style guides and general publishing news (especially ebooks) at a local or international level. Similarly tweets are currently sent out only on indexing industry news, international conferences, etc. We follow forty-nine 'tweeps' and have forty-two followers, not all of whom are ANZSI members.

Further information may be found on page 3 of the April 2012 issue of the *Newsletter*.

International Digital Publishing Forum

The International Digital Publishing Forum (IDPF) is the global trade and standards organisation dedicated to the development and promotion of electronic publishing and content consumption. Ebooks have become very popular. Most are being published without indexes or with unlinked indexes. In an effort to try and alter this the American Society for Indexing made a submission to International Digital Publishing Forum to suggest the formation of a Working Group to investigate the facilities to create indexes in the EPUB standard. The submission was accepted and the Working Group established. Glenda Browne and Mary Russell are on the working group and ANZSI has joined the International Digital Publishing Forum. A report on the work of the Indexes Working Group of IDPF appeared in the May 2012 issue of the *Newsletter*. Further details will be found on pages 9–10 of this annual report.

Canvassing the Views of Book Industry Groups

Council received a proposal for a research project to investigate the reasons behind the lack of attention to quality book indexing and the impact of the transformation going on in the book industry. The proposal envisaged an initial pilot study at a cost of \$5000. Council in March approved the pilot study in principle. However, when the budget for 2012–2013 was drawn up it was not possible to commit the funds to pursue the study.

Survey of members

Towards the end of the financial year covered by this report Council undertook a survey of members. Ninety members (45% of the membership) responded. The results will be published in the *Newsletter*.

Guest Editorship of *The Indexer*

ANZSI was invited to undertake guest editorship of the issue of *The Indexer* for June 2012 (Vol. 30 No. 2). The editorial work was undertaken by Mary Russell and Max McMaster and articles were contributed by Robin Briggs, Nikki Davis, Tordis Flath, Max McMaster (2), Michael Ramsden, Mary Russell and Alan Walker.

Financial Management

As an incorporated association the Society's funds, including those held in the branches, are owned by the Society as a whole and must be treated as such for audit purposes. Because it was not possible to complete an audit of the Society's accounts before the Annual Meeting held during the Conference on 14th September 2011, an adjourned meeting was held on 4th April 2012 to approve the audited accounts. In future years the timeline for the auditing process and scheduling of the annual general meeting will be such that the audited accounts are able to be presented to the AGM.

In March Council received a paper from the Executive which showed that, at the end of the financial year 2011–12, the Society had a balance of cash at the bank of \$125,206. Of this 81% was held in branch accounts, principally in the account of the Victorian Branch (39%) and NSW Branch (28%). At the other end of the scale the New Zealand and Queensland branches had balances of \$2669 (when converted to AUD) and \$894 respectively. The paper canvassed the advantages of pooling these funds in a Society account with various options for future funding of branches. Discussion is ongoing.

Draft curriculum

Council approved in principle a draft curriculum for the basic indexing course. This sets out the content of the basic course but leaves to each presenter decisions on sequencing and method of presentation. It will be monitored by a Curriculum Committee.

Outstanding Service Award

Council approved a new award for outstanding service to the Society over a number of years. A nomination for the award was received and approved and a presentation will be made on a suitable occasion.

Treasurer's Report

Audited Financial Report for 1 July 2011 to 30 June 2012

INCOME

Jul 2010 – Jun 2011	ITEM	Jul 2011 – Jun 2012
\$		\$
16,857.00	Membership	14,705.00
885.00	ANZSI Newsletter subscriptions / advertising	1,600.00
150.00	Registration fees	225.00
899.47	Bank and investment interests	665.53
1,515.00	Publications	460.00
471.40	Online service fees from branches	575.25
0	Training	4,675.00
464.96	Sale of aussie.org.web address	0
130.50	Sundries – overpayments, website trialling	0
\$21,373.33	TOTAL	\$22,905.78
8,134.00	Funds collected on behalf of branches through web facilities	18,192.50

EXPENDITURE

Jul 2010 – Jun 2011	ITEM	Jul 2011 – Jun 2012
\$		\$
6,444.22	ANZSI Newsletter – 11 issues	7,761.60
2,384.00	Allocations to states, regions	2,334.00
1,021.00	Web Redevelopment Project/hosting/transactions	641.50
1,358.00	Administration/Auditor /Public Liability Insurance	2,890.80
956.74	Bank charges/merchant charges	1,153.58
119.50	Incorporation	0
0	AGM expenses / events	247.45
68.10	Registration Program	0
1,963.16	Publications/Indexing Your Annual Report	0
1,249.25	Promotion & Publicity	0
502.30	Council visits, attendance at Branch meetings	623.37
2,468.99	Full council meeting with ex-officio members	2451.76
0	Conference delegates from international societies (2011 Conf)	1,785.00
0	Committee chair visits	281.00
0	International Digital Publishing Forum	1,855.64
0	2013 Conference	4,500.00
130.50	Sundries – Membership refunds	160.000
\$18,665.76	TOTAL	26,685.70
7,304.00	Refund to branches of funds collected through web facilities	19,097.50

NET CASH FLOW for the period (\$4,684.92)

ASSETS

30 Jun 2011	ASSET	30 Jun 2012
\$		\$
9,808.38	Westpac Cheque account	12,787.89
8,714.58	Westpac Business Cash Reserve account	1,050.15
5,000.00	Bank of Melbourne	5,000.00
\$23,522.96	Total	\$18,838.04

ANZSI Consolidated Financial Statement 1 July 2011 to 30 June 2012

INCOME

Jul 2010 – Jun 2011	Council or Branch	Jul 2011 – Jun 2012
\$		\$
21,373.33	Council	22,905.78
1,801.90	ACT Region Branch	2,128.20
10,374.00	NSW Branch	5,105.00
(NZ\$ 5,907.64) 4,586.73	NZ Branch	(NZ\$ 9,812.45) 7,826.74
6,991.08	Qld Branch	1,648.64
14,001.33	Vic Branch	28,272.74
\$ 59,128.37	TOTAL	\$67,887.10

EXPENDITURE

Jul 2010 – Jun 2011	Council or Branch	Jul 2011 – Jun 2012
\$		\$
18,665.76	Council	26,685.70
2,944.75	ACT Region Branch	4,451.08
11,057.27	NSW Branch	4,797.26
(NZ\$ 4,338.87) 3,368.73	NZ Branch	(NZ\$ 4,827.54) 3,850.59
7,503.02	Qld Branch	1,765.19
15,412.62	Vic Branch	26,869.60
\$ 58,952.15	TOTAL	\$ 68,419.42

ASSETS

Jul 2010 – Jun 2011	Council or Branch	Jul 2011 – Jun 2012
\$		\$
23,522.96	Council	18,838.04
15,092.13	ACT Region Branch	12,769.25
34,534.05	NSW Branch	35,420.82
(NZ\$ 3,438.22) 2,669.46	NZ Branch	(NZ\$ 8,423.13) 6,718.54
894.09	Qld Branch	777.54
48,493.52	Vic Branch	49,896.66
\$125,206.21	TOTAL	\$124,420.85

Note: 2011-12 NZ\$ amounts converted to AU\$ at the rate of 0.7976 (12 October 2012); 2010-11 NZ\$ amounts converted to \$AU at the rate of 0.7764 (11 March 2012).

Membership Report

Renewal periods

The Society currently operates with two membership periods: 1 January to 31 December and 1 July to 30 June. Council has decided to continue this practice for the time being but to review the arrangement in 2013.

Total Membership at 30 June 2012

At 30 June 2012 ANZSI had a total of 197 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	2	0	30		32
NSW		2	36	3	41
NZ			25		25
QLD	1		27	1	29
VIC	2	3	59		64
No branch					6
• SA			2		
• NT			1		
• WA			2		
• Canada			1		
Totals	5	5	183	4	197

Table 1. ANZSI Membership at 30 June 2012

B. Membership Figures at 30 June 2011 and 30 June 2012

The table below compares the total membership figures at 30 June 2011 with those at 30 June 2012. Losses were calculated on the basis of the difference in overall total of branch memberships at the end of each year. Losses are shown in absolute terms (column 4) and percentage terms (column 4).

The overall reduction in the number of financial members of ANZSI in 2011—2012 was less than in the previous financial year (21.3% in 2010—2011), and the losses were distributed more evenly across the branches. Nevertheless, the trend of diminishing subscriptions remains clearly evident.

Branch	Members at 30 June 2011	Members at 30 June 2012	Losses	Percentage Loss
ACT and Region	38	32	6	15.8%
New South Wales	49	41	8	16.3%
New Zealand	26	25	1	3.8%
Queensland	34	29	5	14.7%
Victoria	78	64	14	17.9%
No branch affiliation	7	6	1	14.2%
Total membership	232	197	35	15%

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

C. Place of Residence and Branch Affiliation of Members

Members of ANZSI are free to choose which branch they wish to be affiliated with regardless of where they actually live. The following table shows the distribution of members according to their place of residence and choice of Branch affiliation at 30 June 2012.

Country/ State of Residence	Branch Membership						TOTAL
	ACT & Region	NSW Branch	NZ Branch	Qld Branch	Vic Branch	None	
Australia							
• ACT	29						29
• NSW	3	41		1			45
• NT				1	1	1	3
• Qld				26			26
• SA					4	2	6
• Tas					2		2
• Vic					57		57
• WA						2	2
New Zealand			25				25
Canada						1	1
Malaysia				1			
TOTAL	32	41	25	29	64	6	197

Table 3. Members by country/state of residence and branch affiliation at 30 June 2012.

Newsletter

During the year eleven issues of the newsletter were produced, eight of 12 pages and three of 8 pages. The new colour masthead introduced in the May 2011 issue seems to have been a success; it continued unchanged until the end of 2011, when the blue *Newsletter* became a deep orange. As was done last year, the colour element of the outer pages (the ‘shell’) was pre-printed in bulk early in 2012, enabling an inexpensive product with a striking modern cover.

Produced in this way, there is clearly no possibility of putting full-colour illustrations on any of the printed pages without considerable extra expense. However, the Editor is using as much colour as is practical up to the stage of circulating the initial draft for proofreading. The corrected draft with its coloured illustrations is then distributed to the email list and copied to the website at optimal resolution for screen viewing (making a file of about 400–500 MB). The version that goes to the printer is a higher resolution file (four or five times the size of the screen version).

Our printers (CopyQik, Canberra) continue to be most cooperative in producing each issue promptly at consistently high quality. A print-ready file of a twelve-page issue emailed to them by around 9.30 am is normally ready for collection by 4.30 pm the same day (150 or so copies collated, folded to DL and sticky taped ready for the post). Meanwhile, the Editor has already printed the new month’s sheets of labels, including any changes provided by the Membership Secretary, and usually applies them that same evening, so that the issue can be in the mail the following day.

The year started in July 2011 with a print run of 185. This was reduced to 165 in November, when those members not renewing were dropped. After critical rationalisation of the mailing list it was further reduced to 150 in April 2012, a level at which it remained to the end of the year. At the time of writing (early August 2012), of the current 203 members (including overdue subscriptions), 84 have opted for email delivery, and the remaining 119 receive their newsletters by post; 18 printed copies go to related societies, libraries etc. As long as the print version is in the majority (presently 62% of the distribution), the main body font, Adobe Garamond Pro, and the two-column layout provide an attractive readable product; if on-screen viewing becomes more general, a font such as Cambria and single-column layout may be preferable.

Currently 155 copies of a 12-page issue cost around \$230 to print and fold, plus about \$112 each month for postage. The email version has full-colour and reaches subscribers several days before Australia Post has delivered the black-and-white print version. These factors may progressively prompt more members to opt for the email version instead of hard copy, with consequent savings in printing and distribution costs.

Website

The website is updated and being added to regularly. Additions to resources pages included the addition of a new page devoted to ebook resources <http://www.anzsi.org/site/ebooks.asp> There is also a new page recognising the Quiet Achievers in Indexing with links to the appropriate links to their article from *ANZSI Newsletter*

Ongoing maintenance

Ongoing maintenance is done by Link Digital. This year it has involved moving the website to a new server, updating the payment facility to include field for CVN/CVV2 from the credit card being used and adding validation code required field to the membership and feedback forms. The addition of the validation code has markedly reduced the amount of spam emails received.

Indexers Available

As reported by the Promotions and Publicity Committee there is work being done to revamp Indexers Available

International Committee of Representatives of Indexing Societies (ICRIS)

In the build-up to the Triennial meeting of ICRIS in July 2012 in Brighton, UK, the representatives tried to meet before each of the Conferences held by the various societies. ANZSI hosted the meeting at the 2011 Conference in Brighton, Victoria, and was represented at the meetings at ASI Conference in April 2012 in San Diego and the ISC/SCI Conference in Ottawa in May. We were not able to be represented at the meeting at SI Conference at Keele in September, 2011.

The Triennial meeting involves reviewing the International Agreement and one of the proposed outcomes is to provide members with free access to Newsletters produced by sister organisations. This will not include *The Indexer* or ASI's *Keywords*.

International Digital Publishing Forum. EPUB Indexes Working Group

The International Digital Publishing Forum (IDPF) is the global trade and standards organisation dedicated to the development and promotion of electronic publishing. Its members include traditional publishers, technology companies, organisations and individual authors. IDPF develops and maintains the EPUB content publication standard.

EPUB is a free and open ebook standard based on XHTML and CSS (standards also used on the web). EPUB describes the coding required in ebooks, but final decisions about presentation are made by publishers, reading devices and users.

Following submission of a Charter Proposal by the American Society for Indexing (prepared by the ASI Digital Trends Task Force), IDPF started an EPUB Indexes Working Group, led by ASI members David Ream and Michele Combs. The Charter was accepted unanimously by the IDPF Board and was approved by the membership in a vote of 69 for, one against and one abstention.

IDPF working groups function in an open manner. The charter, working documents and minutes for the Indexes Working Group are all publicly available on the Internet at the URL: <https://code.google.com/p/epub-revision/wiki/IndexesMainPage>.

The Indexes Working Group meets for an hour weekly through telephone conferencing (meetings were initially held fortnightly). There is also a mailing list for discussions and information sharing between meetings.

There were four use cases (interactions and responses envisaged for ebook indexes) in the original document:

- Chapter-like index (a standard index)
- Pop-up index (now known as Index term search – allowing search from within the text to retrieve entries from the index)
- Reverse/In-context index (now known as Index locator search – showing what terms have been used to index a chunk of text)
- Standalone index (an ebook comprised of an index linking to other ebooks).

Major tasks of the Working Group have been to define terminology that will be needed when writing the specifications, and to rate the use cases and their individual components as *must*, *should* or *nice*. These ratings mean that EPUB must (or should or could) enable these features, rather than meaning that publishers and reading systems must implement them. Work on rating the use cases is still underway. There has been general agreement on the use case decisions that have been made to date.

It is not the role of the Working Group to prescribe changes to indexing practice, however some of the developments will affect the optimal way to index. These include adding alternative forms (eg, adding

‘fetus’ as a potential search term for the entry ‘foetus’) and using more group navigation breaks (eg, letter headings such as A, B, C) for improved accessibility.

IDPF and the Indexes Working Group were discussed by Mary Russell in the March 2012 issue of the *ANZSI newsletter*, and an update was provided by Glenda Browne in the May issue and in reports to ANZSI Council. A press release has been written to promote the work of ANZSI and the EPUB Indexes Working Group.

The incorporation of indexes into the EPUB standard will have benefits in making it easier for publishers to effectively implement useful, linked, indexes.

Conferences

ANZSI 2011 Conference. Indexing *see* Change

The 2011 Conference was held at the Brighton Savoy, Brighton, Victoria from 12–14 September. As suggested by the name, the theme of the conference was ‘change’. The program included topics of a different nature and delegates were encouraged to consider changes in indexing, changes in the types of material being indexed and changes in what might be considered to be indexing. Workshops were also managed differently in that they were integrated across the three-day program instead of being confined to a specific day.

Conference Committee

Committee members were Nikki Davis, Alan Eddy, Margaret Findlay, Terri Mackenzie, Max McMaster, Jane Purton and Mary Russell. Assistance was also received from Bernadette Vaughan.

Delegates

Forty local and international delegates attended the Conference. Local delegates included: 21 from Victoria; 10 from New South Wales; 2 from Queensland; 2 from the Australian Capital Territory; and 1 from Western Australia. International delegates came from New Zealand, Canada, the United States and the United Kingdom.

Program

The Conference was addressed by Keynote speakers, Dr Susan Hawthorne from Spinifex Press, and Dr Tim Sherratt, a digital historian, web developer and cultural data specialist.

Papers presented covered the following topics: indexing quilts; controlled vocabularies and subject headings in the context of online discoverability; taxonomy work; marketing and networking for indexers; the Atlas of Living Australia; pro bono work and volunteering; indexing school archives; indexing political memoirs; indexing music; the visual appeal of indexes; quoting for indexing work; indexing endnotes, footnotes and cited authors; the indexer’s office environment, and emerging trends in indexing.

A number of roundtable subject discussions were also held and covered: French, German, Islamic languages, Chinese, Asian names, cooking, family histories, gardening, craft objects, annual reports, children’s books, biographies, local history journals, manuals and art books.

All delegates attended the Conference dinner at the Brighton Savoy, the cost of which was for the first time at an ANZSI conference incorporated into the registration fee.

Delegates were given free time on the second afternoon of the Conference, and an arranged tour of the Brighton Historical Society was attended by 18 delegates.

An ICRIS meeting attended by representatives from ANZSI, ASI, ISC and SI, as well as the 2011 ANZSI Annual General Meeting were also held during the Conference.

Advertising

Conference bookmarks in English, German and Chinese were designed by Hugh McMaster and distributed at Shanghai, Middelburg, Frankfurt, the ASI Conference and at the ASAIB Annual General Meeting.

Website registration

This was the first ANZSI conference to allow for registration through the website and nearly all registrations were received this way. The system provided for automatic receipts to be issued and for useful planning information to be collected.

Conference desk

A paid position involving the handling of registrations and queries from delegates was offered, and was very capably filled by Ray Price. This left the Committee free of these additional tasks.

Conference papers and notes

These were supplied to delegates in electronic format on a data stick, in line with a green policy which aimed at reducing paper usage. This approach also enabled papers to be made available very promptly on the website.

Sponsorship of ANZSI members to attend

The Victorian Branch funded two half sponsorships equivalent to half of the cost of registration. The Queensland branch sponsored its two members attending with a grant of \$150 each.

Sponsorship of Conference

Sponsorship amounting to \$250 was received from Macrex who supplied promotional material for the delegates' satchels.

Financial summary

The Conference made a net loss of \$2820.08.

ANZSI 2013 conference. Intrepid Indexing: Indexing without borders

ANZSI's biennial conference will be held on 13–15 March 2013 in Wellington. Preparations by the New Zealand Branch are well advanced.

Program

The program is nearly complete, with a mix of interesting presentations, workshops, panel discussions, and roundtables. Confirmed speakers include Glenda Browne, David Ream, Mary Russell, Kay Schlembach, Jan Wright, and Pilar Wyman. Topics include indexing online and ePub, indexing Māori names, indexing Asian names, converting legacy books to eBooks with linked indexes, running an indexing business, and the future of indexing. Look for sessions on CINDEX™ and SKY Index™, and developments on indexing in various countries. Day 1 will have people from related fields, trade exhibits and cocktails. Day 2 includes the conference dinner. Separate from the conference, on 12 March, there is a 4-hour workshop on indexing and InDesign.

Technology continues to adapt the way we work: it breaks down barriers between communities and boundaries between professions. In 2013, the Conference will examine how the vital index can best communicate with a limitless audience into the future.

Conference dinner

Our conference theme takes us into the future; our conference dinner takes us into the past. It will be held on Thursday 14 March at the Roxy Cinema, 5 Park Road, Miramar, Wellington. Transport can be arranged. Sited where the Capitol Theatre opened its doors in 1928, the Roxy Theatre opened new doors on 1 April 2011. The people behind the year-long rebuild include famous cinephiles and foodies. It's a venue that reflects the golden age of film. So, if inclined, come dressed in the style of the 1930s—optional, of course.

Committee Reports

Awards Committee

The Australian and New Zealand Society of Indexers' Medal is offered annually for an outstanding index to a book or periodical compiled in Australia or New Zealand.

In 2011–12 the panel of judges comprised

Alan Walker (Convenor)

Garry Cousins, indexer and librarian

Dr Jeremy Fisher (UNE) experienced compiler, editor and user of indexes

All three judges are previous winners of the Medal.

In recent years, very few entries have been received. This year, the judges were unanimous in their assessment that the entries received, while being competent professional indexes, were not sufficiently outstanding to warrant the award of the Medal.

The Council is looking at ways of encouraging more interest in the award in future years.

Promotions and Publicity Committee

Membership

Chair Max McMaster

Members: Nikki Davis, Mary Russell,

Bookmarks

Bookmarks, paid for by the Victorian Branch, have been sent to a number of the state historical societies for distribution to their members. Bookmarks continue to be included in conference satchels at various editors' events, as well as distributed at a number of international indexer meetings.

The colour and style of the bookmark is under review. Instead of using lorem ipsum for the background, an extract from a real index will be used. Other changes to be made include altering the colour of the text and rewording some of the questions.

Indexers Available

P&P Committee provided a submission to the Working Party on the Redevelopment of Indexers Available. Following on the receipt of the revised report from the WP, and after receiving input from Branches on the revised document, P&P were requested to redesign Indexers Available. An updated model for Indexers Available is in preparation.

Branding Policy

Although the P&P Committee were originally asked to investigate the ANZSI Logo, P&P saw this as being a part of the broader Branding policy, so with Council agreement, P&P updated the Society's Branding policy which had not changed since its inception. Following on feedback from Council and Branches to P&P's suggested Branding policy, a number of changes are being considered.

Encouraging members to apply for Registration

To boost applications for Registration, P&P suggested a number of questions about Registration be included in the 2012 ANZSI Survey. Once survey results are available, P&P will be in a position to consider further action.

New publications

A preliminary draft of *Assessing an Index* by Mary Russell and Max McMaster has been prepared, but further work needs to be done before it can be released. Another publication, titled *Indexing Your Family History*, is under consideration.

Author contracts

Following on concerns from a member about authors being encouraged to bypass indexing professionals, and use cheaper options, P&P were asked to investigate the general issue of contracts between authors and publishers. In particular, P&P will encourage publishers to provide guidance on the need for an index, as well as on the desirability of using the services of a professional indexer to attain the best results.

Board of Assessors

Members of the Board of Assessors:

Chair Sherrey Quinn

Members Tordis Flath, Jean Norman, Frances Paterson, Tricia Waters

The Board is supported by Shirley Campbell, Receiving Officer (Registration).

Applications for Registration

Three applications were received during 2011–12.

One application was successful – Dominique (Nikki) Davis.

The book accompanying one application was deemed inappropriate for assessment. An alternative book was requested by the Board but has not yet been supplied by the applicant.

One application was received late in the year and assessment is still in progress.

Registration review and policy/procedures

Following extensive review and discussion of the September 2010 document *Registration Process and Procedures; Review and Report*, of subsequent papers circulated by Council in 2010–2011, and attendance by the Board of Assessors Chairman at the Council meeting of 13th October 2011 it was agreed by Council that questions on terminology and processes for renewal of Registration would be included in the survey of members planned for early 2012.

At the request of Council the Chairman, Board of Assessors wrote background papers on these topics for the information of members; these were published in the *Newsletter*, vol 8, no 3, April 2012:

‘Renewal of Registration: information paper’, p. 4–6, and

‘Registration/Accredited indexer’ nomenclature: information paper’, p. 6–7.

The survey returns are still being analysed, but it is understood that a majority of respondents prefer the term ‘Accredited Indexer’ to ‘Registered Indexer’.

The Registration policy and procedures are currently being updated; this task will be completed when the final results of the survey are available.

Branch Reports

ACT Region Branch

Committee

President: Shirley Campbell
Secretary: Eleanor Whelan (To October 2011)
Treasurer: Sherrey Quinn
Members: Edyth Binkowski, Helen Frame; Tracy Harwood (to October 2011), Barry Howarth, Denise Sutherland (from October 2011)

At the Annual General Meeting held in October 2011 Eleanor Whelan did not stand for re-election having served five years as Secretary. Tracy Harwood did not stand for re-election to the Committee. Denise Sutherland joined the committee.

As there was no nomination for secretary it was decided that Edyth Binkowski would be Minute Secretary and Shirley Campbell and Sherrey Quinn would cover the other duties of the position.

Committee meetings

Nine meetings were held: 5 July 2011, 2 August 2011, 6 September 2011, 11 October 2011, 22 November 2011, 31 January 2012, 13 March 2012, 19 April 2012, 31 May 2012

Branch events

The Annual General Meeting followed by dinner was held on 18 October 2011.

The BBQ planned for December 2011 had to be cancelled due to insufficient numbers and inclement weather.

A joint meeting with the Canberra Society of Editors, with Dr Tim Sherratt as guest speaker, was held on 27 June 2012.

Training

An Annual Report Indexing Workshop presented by Michael Harrington was held on 2 June 2012.

Future events

A regional conference hosted by the ACT and NSW Branches will be held in Bowral NSW on 28/29 July 2012.

'Working with words' presentation by Denise Sutherland will be held early in 2013.

New South Wales Branch

Committee

President: Frances Paterson
Vice President: Glenda Browne
Secretary: Mary Coe
Treasurer: Sue Flaxman
Members: Madeleine Davis, Lorraine Doyle, Helen Enright, Elizabeth Thomas

Committee meetings

The committee has continued to meet every month using Thomson Reuters teleconferencing facilities and this has made our meetings accessible to all our members, whether located at a distance from the city or indeed in rural areas.

Our Yahoo Discussion Groups email list has made circulating messages and information easier and more transparent; and the DropBox site for storing correspondence means that we can all access past papers and minutes of meetings

Branch events

16 September 2011: NSW Branch hosted a lunch for international guests at the ANZSI Brighton conference; Pilar Wyman, ASI President elect; and Maureen MacGlashan, Editor of *The Indexer*. The lunch was held at Hugo's, in Manly.

11 December 2011. A social lunch was held at Sue Flaxman's house in Bowral, hosted by Sue and Pamela Johnstone, to celebrate the calendar year.

New Zealand Branch

Committee

President: Julie Daymond-King
Vice President: Tordis Flath
Secretary: Robin Briggs
Treasurer: Jill Gallop
Members: Nelly Bess, Susan Brookes, Pam Strike and Meredith Thatcher

Committee Meetings

12 March 2012

Branch events

The AGM was held in Wellington on 29 October 2011.

A highlight of the year was the weekend of activities in March in Wellington which, as well as a training course, included, a discussion forum with Glenda Browne and a branch meeting on the Sunday afternoon. Each event attracted a slightly different group of members.

Training

On 29 October 2011 a Sky Indexing workshop was held in Wellington prior to the AGM.

In March 2012 a web indexing course was conducted by Glenda Browne. There were eleven participants.

Tordis Flath has again been acting as a mentor under our scheme.

Publications

A revised Directory of Freelance Indexers is to be prepared to accompany Conference flyers to publishers.

In the series arising from the mentoring program, there are now six titles published, and fourteen sales in the period.

Other matters

A new Library Policy was ratified, and a new sub-committee comprising Past Presidents has been formed to recommend Branch records management policy and procedures.

Queensland Branch

Committee

President Moira Brown

Vice President Vacant

Secretary Beryl Macdonald

Treasurer Franz Pinz

Members Deirdre Kesteven, Mei Yen Chua, Vicki Law, Jean Dartnall and Jan Rees.

Committee meetings

Four meetings were held: 12 July 2011, 11 February 2012, 26 April 2012, 28 June 2012.

Branch events

July 2011. Mary Russell was our guest speaker.

The August meeting asked two questions - "Who wanted Indexing Experience?" via Peer Review, and "How was the Kilcoy Indexing project coming along?"

In September Mei Yen Chua and Adam LeBrocq related their "Memories of the 2011 ANZSI Conference" held in Melbourne

Our November meeting was our Branch 'Christmas Dinner Party' held at the Salisbury Hotel.

In March, we had a "Show and Tell" evening with branch member Sue McQuay and her Husband Ian. Sue co-ordinates the print and e-publishing throughout Asia of the Summer Institute of Linguistics known as SIL. She and Ian have helped save hundreds of local dialects of the island people of the Philippines.

April's guest speaker Belinda Weaver introduced us to Metadata

The May Lesley Bryant gave a historic review of the plight of South Sea Islanders who were torn from their homes and families to work in the Queensland sugar industry.

In June a small party visited historic Ormiston House at Cleveland followed by afternoon tea at the home of our Secretary, Beryl Macdonald.

Indexing Training

In July 2011, Max McMaster ran a two-day Basic Back-of-Book indexing training session. It was attended by seven trainees on day one and six trainees on day two. Unfortunately because of low application numbers, four other indexing training sessions to be run by President Mary Russell had to be cancelled.

In September the Branch went online to provide new trainees and inexperienced Branch members with in-house indexing practice jobs. "Indexing practice" guided by Peer Review Mentors was offered to any ANZSI members, when we conducted an online Biography Challenge. Eight participants applied and seven completed an index and received mentoring advice.

"The Kilcoy project" also provided indexing practice and experience. Seven members cooperated to index *Pioneers of the Kilcoy District* Volumes 4 & 5 for the Kilcoy Historical Society. It was a major co-ordination task, but gave some new trainees and other branch members a taste of the real world of indexing.

Future events

Max McMaster will be the guest speaker at a general meeting on 28th August 2012. The following day, Max will visit Townsville to meet with North Queensland branch members. In November Francis Lennie will be the branch's guest and will give a talk on 'Indexing as Art'.

Victorian Branch

Committee

President Nikki Davis
Vice President Terri Mackenzie
Secretary Ray Price
Treasurer Max McMaster
Members Iris Bergmann, Jane Purton, Mary Russell, Bernadette Vaughan

Committee meetings

Eight meetings were held: 13 July 2011, 4 August 2011, 18th October 2011, 29th November 2011, 31 January 2012, 13 March 2012, 16 April 2012, 29 May 2012

Branch events

July 2011 – The VIC – Same publication + many indexers = ???
August 2011 – The VIC - Great book, pity about the index?
September 2011 – 2011 ANZSI Indexing *see* Change Conference
October 2011 – Vic Branch AGM Dinner
October 2011 – Portarlington Art and Garden Trail
November 2011 – The VIC – News from the 2011 ANZSI Conference
December 2011 – The VIC – Indexing festive recipes, followed by festive get-together
February 2012 – The VIC – Indexing letters
March 2012 – The VIC – Indexing your music collection,
April 2012 – The VIC – Do ebooks need indexes? followed by reconvened AGM
May 2012 – The VIC – Report on the 2012 ASI Conference
June 2012 – The VIC – Philatelic indexing

Training

November 2011 – Basic Book Indexing Part 1
November 2011 – Basic Book Indexing Part 2
March 2012 – Basic Book Indexing Part 1
March 2012 – Basic Book Indexing Part 2

Future events

July 2012 – The VIC – Show and Tell
August 2012 – Afternoon with Frances Lennie
October 2012 – Visit to Australian Road Research Board Group Library
October 2012 – Dragon Indexing seminar – cancelled.

State and Territory Representatives

Members are spread around Australia as may be seen in the Table on Page 8. A minimum of ten members is required to form a branch. Members in the Northern Territory, South Australia, Tasmania and Western Australia have no state or territory branch, whilst those in Far North Queensland are a long way from Brisbane where most Queensland members reside.

State and Territory representatives provide a contact for ANZSI in their respective regions. During 2011-12 the representatives were

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	(Vacant)
Western Australia	Linda McNamara