



Australian and New Zealand
Society of Indexers Inc.

Annual Report

2012–2013

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President's Introduction

The Council has pleasure in presenting its Annual Report for 2012–13. The report will be presented at the Annual General Meeting in Elsternwick on 2nd October 2013. The report is compiled from contributions from all Council members and officials to represent all the work done by ANZSI.

2012-13

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

- The first ANZSI Conference to be held in New Zealand was held in Wellington in March. It was a success and, with content of interest to publishers, provided a wonderful opportunity to promote indexing in New Zealand.
- A comprehensive survey of members provided useful information about members, such as the type of indexing done and what other work they are doing. Back-of-book indexing is the main type of indexing done but, of the respondents indexing books; over half are only doing between one and five indexes a year. Indexing is typically only one way respondents earn an income with most doing other work, such as editing or proof reading. Income earned from indexing is typically less than 25% of total income and for three quarters of respondent it is either nothing or less the \$15,000.
- Training courses have been held around the Society. Introduction courses were run in Adelaide, Melbourne and Sydney. Intermediate or practical courses were run in a couple of different forms by New South Wales and Queensland Branch, as well as a Council run peer review on journal indexing. Specialist courses were also run on embedded indexing, indexing annual reports and InDesign indexing.
- To be able to formally recognise the contributions to ANZSI by non-members we established an Outstanding Contribution Award. The first recipient was Sylvia Ramsden.
- Our work on the International Digital Publishing Forum, EPUB Indexers Working Group continued through the work of the ANZSI Representative, Glenda Browne.
- ANZSI highlighted some of the issues relating to indexes in ebooks by sending a response to the 'ALIA Ebook and elending issues paper' and attending an ALIA event.
- Council runs a very tight budget. Its main source of funds is membership dues. It has no funds in reserve to fund any additional projects and is heavily reliant on the good will of Branches to pick up the cost of specific projects. Council continues to examine various options to develop a more sustainable financial situation. Since there was a strong message to Council not to increase fees, they unanimously decided to introduce a small fee to members to advertise in Indexers Available. In June we registered for GST.

2013-14

At this AGM the Victorian based Council is stepping down in at the AGM in October and handing over to a new Council team. We wish them well for the future.

Thank you

Extra big thank you to all the Victorian based members of Council who have worked tirelessly to ensure the smooth running of Council since taking over in January 2007 from the NSW based Council.

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
Alan Eddy	Vice President
Michael Ramsden	Secretary
Margaret Findlay	Treasurer (to September 2012)
Max McMaster	Treasurer (from September 2012)
Glenda Browne	(from May 2013)
Dominique (Nikki) Davis	(from November 2012)
Karen Gillen	
Max McMaster	(to September 2012)
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 (until October 2012)
Iris Bergmann	President, Victorian Branch (from November 2012)

Officers of the Society

Education Coordinator	Max McMaster (from December 2012)
Editor of the Newsletter	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	Christopher Brennan
Western Australia	Linda McNamara

Chairs of Boards and Committees

Awards	Alan Walker (to December 2012)
	Garry Cousins (from December 2012)
Board of Assessors	Sherrey Quinn
Conference Committee (2013)	Tordis Flath
Conference Committee (2015)	Tracy Harwood (from March 2013)
Promotions and Publicity	Max McMaster (to December 2012)
	Dominique (Nikki) Davis (from December 2012)

Margaret Findlay

It was with sadness that the Society learned of the death, on 8th September 2012, of Margaret Findlay. Members of the Council and the committee of the Victorian Branch attended Margaret's funeral service in the Uniting Church in Hawthorn on 13th September. An obituary appeared in the Newsletter (Vol. 8, no. 9, October 2012).

During her professional career Margaret managed the Cunningham Library at ACER in Camberwell. She was a member of AusSI (as it was then) in the early days and was employed as a consultant/organiser for the Society's first conference in Marysville in 1995. Margaret then rejoined the Society in 1996 and continued as a member until her death. Following the success of the Marysville Conference she was heavily involved in organising the Hobart Conference in 1997 and all subsequent conferences held in Victoria. She was successively Treasurer of the Victorian Branch and then, from 2007–12 of ANZSI. She was a model committee member and contributed greatly to the Society. Margaret will be sadly missed.

In memory of Margaret a donation of \$200 was made to the Australian Cancer Research Fund

Meetings

Council met nine times during the year. As in the two immediately previous years a full meeting of the Council, including the ex officio members, was held at the Great Western Airport Motel and Conference Centre in Atwood, close to Melbourne Airport. Because of the conference in Wellington in March the meeting this year was held in May.

Associations Incorporation Reform Act 2012 (Vic)

This Act supersedes the *Associations Incorporation Act 1981* (Vic) under which the society was incorporated in October 2010. The Act came into force on 26th November 2012 and organisations using their own rules were allowed a twelve month period of grace to bring their rules into line with the new Model Rules. Council undertook a review of the Constitution and a revised Constitution was approved and will be put to the members at the Annual General Meeting on October 2013.

Survey of Members

The quinquennial survey of members was carried out, returns being due by June 2012. The results were analysed and presented to Council in September 2012 and were referred to branches for comment. A majority of members expressed a preference for the terms “Accreditation” and “Accredited Indexer” rather than “Registration” and “Registered Indexer”. and Council approved the use of the new terminology at its meeting in July 2012. Another interesting finding was that 76% of members earn less than \$15,000 p.a from indexing and 55% less than \$5,000. A summary of the results was printed in the Newsletter in (Vol. 8 No. 9, October 2012) and the full results are on the website with the Council papers for September 2012 (<http://www.anzsi.org/UserFiles/file/36-129%20Survey%20results.pdf>).

Renewal of Accreditation

Consideration of this item occupied some six months. Council realised in December that there was an anomaly in the Constitution in that the policy of a five yearly renewal of accreditation ran counter to the provision that “The inclusion of a member’s name in the Register will entitle a member to be known as a Registered Indexer of the Australian and New Zealand Society of Indexers so long as he or she remains a financial member of the Society.” On the recommendation of the ACT Region branch a motion to correct this anomaly had been put to the annual general meeting in 2007 but it was defeated. A similar motion in 2008 was also defeated.

Renewal of Accreditation was scheduled to take place in 2012, five years after the first renewal exercise. At its meeting in December 2012 Council agreed that the Society needed to decide whether or not it wished to continue with the policy and that, if so, the anomaly needed to be resolved. Accordingly the scheduled renewal exercise did not take place. Two simple alternatives for criteria and procedures were suggested by the Chair of the Board of Assessors but were not accepted by the Council. Following consultation with the Board of Assessors the issue was referred to the meeting of the full Council in May. At that meeting the Council decided to discontinue the policy.

Following this decision it was ascertained that, as a result of the first round of renewals in 2007, eleven members had not been granted renewal. Of these six did not wish to seek renewal, four had not responded, and one application for renewal was unsuccessful. Of the eleven two have since died and seven others are no longer members. The two remaining members were re-instated as accredited indexers as required by the Constitution.

Education Coordinator

Council created the position of Education Coordinator and appointed Max McMaster to the position. A position description was approved at the full meeting of the Council in May 2013.

Draft Curriculum

A draft curriculum for the Society’s basic course in indexing was prepared by Glenda Browne for the former Education Committee. The document was approved in principle in 2011–12. Following consultation with the branches it was formally approved by the Council meeting in May 2013 and has been posted on the website. (<http://www.anzsi.org/UserFiles/file/Curriculum%20May%202013.pdf>). The draft curriculum is designed to set out the content of a course, or suite of courses, covering basic indexing principles and practical indexing

Council Training

Adelaide courses

Council ran two separate courses back-to-back in Adelaide over three days, August, 6-8, 2012. Basic Book Indexing Parts 1 and 2 were conducted by Max McMaster (6-7 August), and a Web Indexing and Metadata course was conducted by Glenda Browne (8 August). The courses were organised by Jane Oliver (South Australian Group representative) and Janet Wilkinson-Smith. We are grateful to both organisers for their assistance in initiating and managing the courses. Twelve participants attended each day, which was the maximum the venue (DOME) could hold. Feedback following the courses indicated that all participants had gained enormously from the experience. Profit from the courses was \$4,760, which was a very successful outcome for Council.

AusSI/ANZSI Newsletter Peer Review

The indexing of 37 years of the AusSI/ANZSI Newsletter involved 32 participants. Although the majority of the volunteers were from within the Society's ranks, assistance was provided by some knowledgeable Australian non-Society members, as well as some overseas indexers. Eight of the volunteers requested their indexing be peer reviewed to ensure their journal indexing skills were up to the mark, and this was capably done by Mary Russell.

IDPF Indexes Working Group

Glenda Browne agreed to continue in her role on this Group. A statement on the work of the group appears elsewhere in this report. Council is grateful to the ACT Region Branch for covering the cost of the honorarium.

Librarians, as purchasers and lenders of books are an important group in the ebook community. ANZSI Council sent a response to the 'ALIA Ebooks and lending issues paper', describing the work of IDPF and the IWG, and two ANZSI NSW members attended the associated meeting, and raised the question of ebook indexes.

Review of ANZSI policies

Council undertook a review of ANZSI policies. The following policies were reviewed and, following consultation with the branches, revisions were approved and have been posted on the website: Branding, Life Membership, Payments to Members, Proxy Voting and Recommended Rate for Indexing.

Membership and Subscriptions

Subscriptions

Council decided to hold the subscription at AUD80 plus GST for Australian members (an increase of 10% owing to the introduction of GST) and NZD80 for New Zealand members. It was also agreed that New Zealand members should have the option to pay their subscriptions into the New Zealand Branch's bank account with the New Zealand branch Treasurer transferring the resulting income to the Council's account in bulk, thus minimising bank transfer fees.

Over the past year the Society continued the trial of two subscription options: (a) Calendar-year Subscription (1 January to 31 December); and (b) Financial-year Subscription (1 July to 30 June). After consideration in early 2013, it was resolved to discontinue dual membership renewal periods in favour of a single renewal date of 1st July, and that the Constitution be amended accordingly. It was later resolved that members due for renewal in January 2014 pay a pro rata subscription to bring them into line with those whose membership runs for the financial year. The amendment to the Constitution will be put to the members at the AGM in October 2013.

Membership

For some time, the Society has offered a 'Student' category of membership. In recent years, however, the number of members selecting this option has varied between one and two. In view of the small number and the relatively small concession it was resolved to discontinue this category of membership and to amend the Constitution accordingly. This amendment will be put to the members at the AGM in October 2013..

Substitute members at Council meetings

The President of the New South Wales Branch was unable to attend the meeting of full Council in May and sought to nominate her Vice President as a proxy. This, however, is not at present permitted by the Constitution, which makes no provision for proxies at council meetings. At the suggestion of the Secretary of the NSW branch a solution was found whereby the NSW Vice President was elected by the Council to fill one of the vacancies for councillors-at-large'. The revised Constitution, to be put to the AGM in October 2013, includes a provision for presidents of branches, if unable to attend, to nominate a proxy.

Registration for GST

In April 2011 Council considered a paper canvassing the option of registering for GST. The paper was referred to branches. Comments in support of the proposal were received from the ACT Region Branch and the New Zealand Branch and at its meeting in June 2011 Council formally resolved to take the steps necessary to register for GST. However, owing to the illness of the Treasurer the process of registration was not completed. Council took up this matter again in preparing the budget for 2013-14 and applied for registration. The process proved to be more complicated than anticipated as it was discovered that, when the Society changed its name to the current form in 2004 the change of name was not registered with the Australian Taxation Office as required under the rules for ABNs. Before the Society could

register for GST it was first necessary to resolve this matter. An application is currently before the ATO to register for GST with effect from Monday 17th June 2013.

Indexers Available

The full Council meeting in May decided to charge a fee for an entry in 'Indexers Available' of AUD38.50 (incl. GST) for members resident in Australia and NZD35 for members resident in New Zealand. This decision was taken in the context of a situation in which ANZSI faced a probable deficit in 2103–14. The alternative was to increase the subscription to AUD110 (incl. GST) for members resident in Australia and NZD100 for members resident in New Zealand. A brief explanation of the budget decision, and of this decision, appeared in the June issue of the Newsletter. A longer explanation will appear in the September 2013 issue.

Prior to the introduction of the fee, members elected whether to include their details on *Indexers Available*, and it was their responsibility to manage their entries (i.e. to include accurate and up-to-date information about their qualifications, expertise and experience). While many members elected to include their details on *Indexers Available*, some have neglected to update their details on a regular basis. There have also been a number of other concerns related to the list, such as: members being included although they were no longer actually available to take on any indexing work; members indicating they had expertise in numerous areas but failing to provide any details of their qualifications, or publications indexed, to support their claims; and members listing their contact details but not including any qualifications and/or indicating any areas of expertise. As a result, much of the information available to potential clients has been inaccurate or at best uneven. It is hoped that, with the introduction of a fee for advertising in the forthcoming financial year, members will be encouraged to keep their entries accurate and up-to-date. *Indexers Available* will then be a far more useful product for both clients and indexers.

Risk Assessment

The *Associations Incorporation Reform Act 2012* (Vic) requires incorporated associations to indemnify office holders against "any liability incurred in good faith by the office holder in the course of performing his or her duties as an office holder". The term "office holder" is defined to include all members of the governing committee. The limit of indemnity is \$20,000. The choice for the Society is to carry this risk itself or to insure against it. The Secretary and Treasurer carried out a review of the Society's insurance needs and presented a paper to the full meeting of the Council in May. Council decided that, in general, the Society's existing policy is adequate for our needs. On the question of the indemnity Council decided that the cost of insuring was out of all proportion to the risk.

Communication within ANZSI

Glenda Browne presented a paper which was considered at the full meeting of the Council in May. Arising from the paper Council resolved to ask the NSW Branch to investigate the feasibility of the use of communications technology for meetings of the Council.

Outstanding Contribution Award

At the Annual General Meeting in October 2012 an Outstanding Contribution Award was presented to Sylvia Ramsden. The award was reported in the Newsletter for November 2012.

At the full meeting of the Council in May a recommendation for a further award was approved. The award will be presented on a suitable occasion.

Archives

At its meeting in June 2013 Council considered the need to formulate an archives policy. As an initial step it was agreed to conduct an audit of the Society's archives as part of the process of handing over to a new Council.

Council 2013–14

At the full Council meeting in May members were informed that neither the current Executive, nor the two elected members of Council, would seek re-election when nominations were called for the election of officers and council members for 2013–14.

Treasurer's Report

The tables which follow show, firstly the Council financial report for the financial year 2012 – 13, and secondly the consolidated financial statement for the Society as a whole, including the branches.

FINANCIAL REPORT for 1 July 2012 to 30 June 2013

INCOME

Jul 2011 – Jun 2012	ITEM	Jul 2012 – Jun 2013
14,705.00	Membership	15,774.00
1,600.00	ANZSI Newsletter subscriptions / advertising	750.00
225.00	Accreditation fees	150.00
665.53	Bank and investment interests	213.68
460.00	Publications	355.00
575.25	Online service fees from branches	457.40
4,675.00	Training/Peer reviews	5,625.00
0	NZ Conference seeding grant refund	523.90
0	IDPF honorarium	450.00
0	Sundries – overpayments, refunds	230.00
0	Indexers Available	500.50
\$22,905.78	TOTAL	\$25,029.48
18,192.50	Funds collected on behalf of branches through web facilities	25,265.00

EXPENDITURE

Jul 2011 – Jun 2012	ITEM	Jul 2012 – Jun 2013
7,761.60	ANZSI Newsletter – 11 issues	7,090.60
2,334.00	Allocations to Branches	2,384.00
641.50	Web Redevelopment Project/hosting/transactions	2,031.50
2,890.80	Administration/Auditor /Public Liability Insurance	2,457.17
1,153.58	Bank charges/merchant charges	1,586.34
0	Training/Peer review	4,864.66
247.45	AGM expenses / events	120.00
0	Accreditation Program	21.95
0	Awards Program	1,192.71
0	Promotion & Publicity	550.25
623.37	Council visits, attendance at Branch meetings	723.00
2451.76	Full council meeting with ex-officio members	2,252.90
1,785.00	Conference delegates from international societies (2011 Conf)	0
281.00	Committee chair visits	0
1,855.64	International Digital Publishing Forum	2,449.61
4,500.00	2013 Conference	0
160.00	Sundries – Membership refunds, funeral donation	315.84
0	Grants to Branches	630.00
0	ICRIS costs (at Conference)	256.62
\$26,685.70	TOTAL	\$28,927.15
19,097.50	Refunds to branches of funds collected through web facility	5,460.00
0	Net refunded 2013 NZ Conference funds	16,240.00

NET CASH FLOW for the period (\$332.67)

ASSETS

30 Jun 2012	ASSET	30 Jun 2013
12,787.89	Westpac Cheque account	12,456.79
1,050.15	Westpac Business Cash Reserve account	6,048.58
5,000.00	Bank of Melbourne	0
\$18,838.04	Total	\$18,505.37

Comments

Comparing the bald income and expenditure figures appears to indicate a loss of around \$3,900. However, when the funds collected on behalf of branches through the ANZSI web facility, particularly for the NZ conference, are taken into consideration, the picture changes.

In the 2011-12 financial year Council provided \$4,500 in seeding funds to the NZ Branch for the 2013 Conference. As Council collected payments for the NZ Conference through the website, it was deemed prudent not to send all the funds collected to the NZ Branch, only to have them repay the seeding amount at a later stage, with bank fees levied in both countries on each transaction. The net result was that some \$3,990 of the seeding funds was retained by Council. The balance of seeding funds outstanding – \$510, together with some other minor expenses, brought the total to \$523.90. These returned funds are shown as income.

Inclusion of these additional transactions resulted in a net cash flow loss for the period of \$333.67, which is a substantially better result than appeared initially.

At the end of the financial year Council's assets stood around \$18,500, a slight decrease compared to the previous financial year.

ANZSI CONSOLIDATED FINANCIAL STATEMENT

INCOME

Jul 2011 – Jun 2012	Council or Branch	Jul 2012 – Jun 2013
\$		\$
22,905.78	Council	25,025.48
2,128.20	ACT Region Branch	4,361.98
5,105.00	NSW Branch	4,711.00
(NZ\$ 9,812.45) 7,826.74	NZ Branch	(NZ\$ 28,695.70) 25,318.22
1,648.64	Qld Branch	6,032.52
28,272.74	Vic Branch	11,544.97
\$ 67,887.10	TOTAL	\$ 76,998.27

EXPENDITURE

Jul 2011 – Jun 2012	Council or Branch	Jul 2012 – Jun 2013
\$		\$
26,685.70	Council	28,927.15
4,451.08	ACT Region Branch	10,484.66
4,797.26	NSW Branch	9,544.08
(NZ\$ 4,827.54) 3,850.59	NZ Branch	(NZ\$ 26,960.91) 23,787.61
1,765.19	Qld Branch	5,915.48
26,869.60	Vic Branch	12,428.29
\$ 68,419.42	TOTAL	\$ 91,087.27

ASSETS

Jul 2011 – Jun 2012	Council or Branch	Jul 2012 – Jun 2013
\$		\$
18,838.04	Council	18,505.37
12,769.25	ACT Region Branch	6,802.57
35,420.82	NSW Branch	31,931.20
(NZ\$ 8,423.13) 6,718.54	NZ Branch	(NZ\$ 9,595.76) 8,466.34
777.54	Qld Branch	2,210.59
49,896.66	Vic Branch	49,013.34
\$ 124,420.85	TOTAL	\$116,929.41

Note: 2012-13 NZ\$ amounts converted to AU\$ at the rate of 0.8823 (19 August 2013); 2011-12 NZ\$ amounts converted to AU\$ at the rate of 0.7976 (12 October 2012)

Comments

Comparing the 2012-13 assets with the previous financial year indicates a decline in ANZSI's overall financial position by around \$7,500. Council and each of the branches asset levels fluctuated, with some improving their position, whilst others declined. ACT Region Branch suffered the biggest decline of around \$6,000. However, \$4,000 of this amount can be attributed to up-front expenses for the 2015 Conference, which should be recouped in the 2014-15 financial year. The improvement in the financial position of the two smallest branches – NZ Branch and Qld Branch was gratifying.

Membership Report

Subscription periods

The Society continued the trial of two subscription options: (a) Calendar-year Subscription (1 January to 31 December); and (b) Financial-year Subscription (1 July to 30 June) though this is likely to change. (See the Council report on page 6)

Total Membership at 30 June 2013

At 30 June 2013 ANZSI had a total of 198 members. This figure is broken down in the following table according to branch affiliation and type of membership. Figures in parentheses indicate the number of members within the total who are currently subscribing to a calendar-year membership subscription.

Branch	Corporate Membership	Life Membership	Individual Membership	Student Membership	Total
ACT and Region	2	0	33 (4)	0	35 (4)
New South Wales	0	2	28 (6)	1	31 (6)
New Zealand	1	0	29 (7)	0	30 (7)
Queensland	0	0	29 (3)	1	30 (3)
Victoria	2	3	59 (7)	0	64 (7)
No affiliation					8 (2)
• SA	0	0	5 (2)	0	
• NT	0	0	0	0	
• WA	0	0	2	0	
• Canada	0	0	1	0	
TOTALS	5	5	186 (29)	2	198 (29)

Table 1. ANZSI Membership at 30 June 2013

Membership Figures at 30 June 2012 and 30 June 2013

The table below compares the total membership figures at 30 June 2012 with those at 30 June 2013. Gains and losses were calculated on the basis of the difference in overall total of branch memberships at the end of each financial year.

It was gratifying to see membership numbers stabilising after the trend of diminishing subscriptions in the previous two financial years (loss of 21.3% in 2010–2011; and 15% in 2011–2012). Whereas losses were distributed evenly across the branches in 2011–12, this financial year NSW was the only branch to register a reduction in overall membership with a loss of close to 25%. Victorian membership was static with losses balanced out by gains in membership. The loss of NSW members was balanced by gains in the ACT Region, New Zealand and Queensland branches, with the greatest increase in membership being in the New Zealand Branch.

Branch	Members at 30 June 2012	Members at 30 June 2013	Overall Gains	Overall Losses
ACT and Region	32	35	3	0
New South Wales	41	31	0	10

New Zealand	25	30	5	0
Queensland	29	30	1	0
Victoria	64	64	0	0
No branch affiliation	6	8	2	0
Total membership	197	198	11	10

Table 2. Membership figures at 30 June 2012 compared to 30 June 2013

Place of Residence and Branch Affiliation of Members

Members of ANZSI who live outside of states with branches, or who reside in border areas, may 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 2013.

Country/ State of Residence	Branch Membership						TOTAL
	ACT Region	NSW	NZ	Qld	Vic	None	
Australia							
• ACT	33	0	0	0	0	0	33
• NSW	2	31	0	2	1	0	36
• NT	0	0	0	0	1	0	1
• Qld	0	0	0	28	0	0	28
• SA	0	0	0	0	5	5	10
• Tas	0	0	0	0	3	0	3
• Vic	0	0	0	0	54	0	54
• WA	0	0	0	0	0	2	2
New Zealand	0	0	30	0	0	0	30
Canada	0	0	0	0	0	1	1
TOTAL	35	31	30	30	64	8	198

Table 3. Members by country/state of residence and branch affiliation at 30 June 2013.

Accredited Indexers

The Table 4 below shows the number of accredited indexers by branch, in whole numbers and as a percentage of Life + Personal members.

Branch	Personal+Student+Life Members	Accredited Indexers	Percentage Accredited Indexers
ACT Region	33	7	21
NSW	31	13	42
NZ	29	3	10
QLD	30	2	7
VIC	62	15	24

No Branch	8	0	0
TOTALS	193	40	21

Table 4. Accredited Members at 30 June 2013

Indexers Available

From 1 July 2013, a fee will be introduced for advertising in *Indexers Available*, and the Membership Secretary has been allocated the role of maintaining a register of subscribers. The statistics for those listed in *Indexers Available* at 30 June 2013 are presented in Table 5 which follows. Corporate members are not included as they do not advertise freelance indexing services.

Branch	Personal+Student+Life Members	Members Listed on <i>Indexers Available</i>	Percentage Personal+Student+Life Members Listed in <i>Indexers Available</i>
ACT Region	33	15	45
NSW	31	22	71
NZ	29	15	52
QLD	30	11	37
VIC	62	31	50
None	8	5	63
TOTALS	193	99	51

Table 5. Members listed on *Indexers Available* at 30 June 2013

Newsletter

During the year 11 issues of the newsletter were produced, all of 12 pages. The colour masthead was deep orange until the end of 2012, when it changed to the Pantone 'Colour of the year', PANTONE 17-5641 Emerald. The colour element of the outer pages (the 'shell') was pre-printed in bulk early in 2013, enabling an economical product with an attractive appearance.

As in previous years, the Editor used as much colour as practical up to the stage of circulating the initial draft for proofreading. The corrected draft with its coloured illustrations was then distributed to the email list and copied to the website at optimal resolution for screen viewing (making a file of about 4–500 MB). The version that went to the printer was a higher resolution file (four or five times the size of the screen version).

Our printers (CopyQik, Canberra) continued to produce each issue promptly at consistently high quality. A print-ready file of a 12-page issue emailed to them by around 9.30 am was normally ready for collection by 4.30 pm the same day, folded to DL and sticky taped ready for the post. Meanwhile, the Editor had already printed the new month's sheets of address labels, including any changes provided by the Membership Secretary, and usually applied them that same evening, so that the issue was in the mail the following day. However, this inevitably meant that the readers who opted for the printed copy received their black and white version a few days after the online readers had received their full-colour copy.

The year started in July 2012 with a print run of 160. This was reduced to 150 in November and to 140 in December, when those members not renewing were dropped. After critical rationalisation of the mailing list by the Membership Secretary it was further reduced to 130 in May 2013, a level at which it remained to the end of the financial year.

Currently 130 copies of a 12-page issue cost around \$170 to print and fold, plus about \$100 each month for postage. Starting in February 2014, publication will be in the email version only, with consequent

savings in time and in printing and distribution costs, and giving greater flexibility with regard to length – we will no longer be tied rigorously to 8 or 12 pages to suit the printer.

Website

The website is updated and being added to regularly. A new page was added for the Outstanding Contribution Award. Following the ANZSI Conference in Wellington papers and presentations were added to the website. A mammoth scanning project was undertaken to scan all the past issues of the *ANZSI/AusSI Newsletter* back to 1976 and place them on the web.

Ongoing maintenance

Ongoing maintenance is done by Link Digital. This year the main changes involved modifying the payment facilities to cope with GST.

Indexers Available

As mentioned elsewhere in this report work continues to revamp Indexers Available.

International Committee of Representatives of Indexing Societies (ICRIS)

At the Triennial meeting of ICRIS in July 2012 in Brighton, UK, the International Agreement was reviewed and rearranged into a more logical order. Working arrangements were also established in the form of Terms of Reference. One of the outcomes of this revised agreement is to provide members with free access to Newsletters produced by sister organisations in the members' area of the website. This does not include *The Indexer* or ASI's *Keywords*. At the meeting Mary Russell took the International Coordinator baton over from Ruth Pincoe (ISC/CSI).

ANZSI hosted the ICRIS meeting at the 2013 Conference in Wellington, NZ, and was represented at the ASI Conference in April in San Antonio and the ISC/SCI Conference in Halifax in June. At the Halifax meeting the new ICRIS webpage was launched (via www.theindexer.org).

The Indexer has embarked on compiling collections of articles as ebooks. The first, *Newcomers*, a collection of articles specially selected to be of interest to those new to indexing was released in November.

International Digital Publishing Forum. EPUB Indexes Working Group

We have been fortunate to have Michele Combs and Dave Ream leading the IDPF Indexes Working Group (IWG), supported by a core group or participants who brings skills and insights from a range of different areas of publishing. Glenda Browne has been the ANZSI representative whose contributions have been much appreciated by the other members.

The IWG has met most weeks for one to two hours. The draft specification was approved by the IDPF Board, and then put out for public review. Feedback was received from a number of individuals and groups, most notably the British Society of Indexers Publishing Technology Group (via Bill Johncocks) and ANZSI member Sally Goodenough. The IWG has spent many weeks reviewing the comments received and making changes to the specification. This work is nearly complete. The feedback, with comments on how it was applied, or why it was not applied, will be made available to those who provided it.

Some of the recommendations of the IWG are dependent on changes to EPUB as a whole. An EPUB 3.0.1 working group has been formed and decisions on some issues are expected soon. A schema will then be written, and the specification will be indexed.

Members of the IWG and the American Society for Indexing Digital Trends Task Force have been talking to developers and developing publicity material for indexers and publishers to increase the likelihood that active indexes in EPUB documents will be widely implemented. Improvements to InDesign that enable the direct export of active EPUB indexes will make it easier for publishers to retain the indexes used in print books in their ebook equivalents.

Creation of a standard is much more difficult than creation of a system for one company only, as a standard has to take into account the wide variety of publisher requirements and reading system constraints. In the slow and steady development of the EPUB indexing specification, the IWG has worked hard to ensure that basic indexing features will be able to be readily implemented by all, and that more specialised features will be available to those who wish to make an extra effort for an enhanced result.

Indexers Available

Working Party Members

Convenor Madeleine Davis
Members Mary Coe
 Frances Paterson

Report

At its full meeting in May 2011 ANZSI Council considered a 'Proposal to Enhance Indexers Available' developed by the NSW Branch and subsequently invited the NSW Branch to assume responsibility for the project.

The NSW Branch accepted this invitation and a Working Party on the Redevelopment of Indexers Available was established in July 2011 with the membership listed above. A paper was developed to which the Promotions and Publicity Committee (P&P) gave its response in October 2011.

The 'Working Party on the Redevelopment of Indexers Available Interim Report' was presented to Council in February 2012 and circulated to Branches for discussion. Following comments received from Branch Committees, the P&P Committee revisited its earlier recommendations together with the Working Party's Interim Report and presented a new report together with an overview, to Council in August 2012.

At its meeting on 17 January 2013, the NSW Branch Committee (incorporating the members of the Working Party on the Redevelopment of Indexers Available) made a number of recommendations in respect of changes to *Indexers Available* online. These recommendations were based on ideas put forward by the Working Party, individual Branches, ANZSI members and the P&P Committee.

The WP on the Redevelopment of Indexers Available and members of the NSW Committee and the ACT Committee met with Mary Russell, ANZSI President, during the ANZSI Conference in Wellington in March 2013. It became clear during this meeting that attempts to reach consensus on a proposal relating to categories for publication types, subjects/genres, thesaurus mapping/searching/ranking results, including individual indexer page information in the results etc, and the overall design of the front page, in particular, were hampered by not really knowing what ideas could be successfully implemented and that it was really vital to meet with Link Digital to discuss the possible and the impossible aspects of IA on the website. In particular, liaison with Link Digital was agreed as a way of exploring the technical options for provision of a more sophisticated free-text search and expanded individual member pages.

It was also agreed that an information architecture proposal be developed and a specification 'wish list' to act as the basis for consultation with Link Digital. Madeleine Davis and Sherry Quinn agreed to consult as necessary and report back to the Working Party and Council.

At the Wellington meeting it was also agreed that it would be important to set up the new IA and monitor the web pages using website analytics combined with a marketing campaign to editors/publishers. It then could be presented to the joint ANZSI/Editors conference in 2015.

Conferences

ANZSI 2013 Conference Intrepid Indexing without Borders

Conference Committee

Chair Tordis Flath
Members Elizabeth Fisher, Meredith Thatcher (until December 2012)
 Jill Gallop provided advice and assistance on financial matters
 New Zealand Branch members assisted from time to time.

The Conference attracted 71 attendees, most from Australia, and 13 workshop participants. The conference theme was carried through by many of our speakers. Our keynote speaker, Jan Wright, gave an inspiring address entitled 'Intrepid Indexing: from the sea to the stars'.

An important part of this conference was looking at indexing for languages and cultures other than for English-speaking communities. Sessions covered Māori names and terms, East Asian (CJK) indexing, understanding Asian names, indexing practice in Japan, archiving and indexing history in the Pacific Islands, and database indexing for indigenous collections in Australia, and were very well received.

Panel discussions and roundtable discussions proved popular with ideas and comments freely flowing! Topics covered were Māori names and terms; typesetting dilemmas; Asian names; publishers, editors and indexers; indexing techniques and EPUB; running an indexing business; future electronic indexing; Pacific Islands archives and indexing history; indexing numbers; military history indexing, and the international reports from overseas societies about developments in Canada, USA, China and the UK. Ebook publishing, new technology, and the EPUB3 Standard and Charter were also covered.

The conference also included workshops on advice on tips and traps for indexers wishing to become accredited, advanced SkyIndex, and intermediate CINDEK.

Jan Wright held an 'InDesign' workshop on Tuesday morning, 12 March, attended by 13 people including 2 non-members. The ICRIS meeting was held at the conference venue on Tuesday afternoon. The cocktail function on Wednesday evening was well-attended and useful as a 'mixer' for attendees.

There were many requests pre-conference for a 'Lord of the Rings' tour and Hammonds Tours created a tour for ANZSI on Thursday, collected the 17-strong group near the conference venue, made sure they were provided with lunch, snacks and drinks, and showed them the city according to the Hobbits!

The conference dinner on Thursday was attended by 52 people (including partners), diners were transported by charter coach to the art-deco style Roxy. On arrival, attendees were presented with pre-dinner drinks and platters and then treated to a performance by the 'Improvisors', a long-established Wellington theatre sport group. Dinner was held in the art-deco style 'Coco Restaurant' and consisted of a moving buffet of platters delivered to the tables. Prizes were awarded to the best-dressed Art-Deco style diners and the main award was won by Tracy Harwood, from ACT.

Trade tables were presented by Glenda Browne, Cindex and ASI/SI (promoting indexing books), Capital Books (NZ books), Tordis Flath (jewellery and prints), and Wellington Quilters' Guild (NZ-made souvenirs).

Sponsorship for the conference was received from Indexing Research (Cindex), Capital Books (Wellington) and Unity Books (Wellington). Bookmarks from the National Library of Australia, Capital Books, Unity Books, ANZSI, and *The Indexer* were put in the conference satchels.

Applications were received for sponsorship of conference fees from three members. The conference sponsored the attendance of Carol Dawber (Dunedin) and Sandy Liddle (Queensland) with the payment of half their conference fees. Their reports appeared in the ANZSI Newsletter (April 2013).

The venue was at the NZICA Conference Centre which also provided the catering. Many compliments were received about the layout, natural light, lunch area, outdoor seating, walking distance from accommodation and restaurants, and especially the NZICA staff and their 'calm under fire'.

A profit of \$5,059.48 was made.

ANZSI 2015 Conference Write, Edit, Index: national conference for editors, indexers, and publishing professionals

The conference will be held in Canberra, 6th–9th May 2015. It will be hosted jointly by the ACT Region Branch of ANZSI and the Canberra Society of Editors, on behalf of ANZSI and the Institute of Professional Editors (IPEd). The two societies last jointly hosted a national conference in Canberra in 2001. ANZSI already had an established pattern of national conferences, but the joint conference helped to kick-start biennial conferences for Australian editors.

A conference committee was formed early in 2013 comprising
Tracy Harwood (Convenor) ANZSI ACT/CSE
Shirley Campbell ANZSI ACT
Sherrey Quinn ANZSI ACT/CSE
Geraldine Triffitt ANZSI ACT
Denise Sutherland ANZSI ACT/CSE
Karin Hosking ANZSI ACT/CSE.

The committee began planning immediately, in order to have a date to announce at ANZSI's conference in Wellington in March and at IPEd's conference in Fremantle in April. Being mindful of the dates used by ANZSI's sister societies, and by other relevant professions such as the Australian Publishers' Association, the technical communicators, the science communicators, and writer's festivals, as well as avoiding 'annual report season' in Canberra (July to October), the committee chose Wednesday 6 to Saturday 9 May 2015. These dates are clear of public holidays and school holidays and the weather in Canberra tends to be most stable in autumn. Wednesday will be set aside for workshops and training, and the conference proper will run for 2½ or 3 days, from Thursday through Saturday.

After investigating 12 possible venues, Rydges Lakeside was selected to host our conference. A deposit has been paid, using seed funding from ANZSI ACT and CSE, to confirm our booking. The four-star hotel has recently been refurbished and we think Rydges Lakeside will be an excellent venue.

An agreement has been signed between ANZSI Council and ACT Region Branch to formalise and support arrangements for the branch to host the conference. A similar agreement between CSE and ACT Region Branch has been drafted and is currently with the CSE committee for consideration.

Quotes have been sought from professional conference organisers, in the particular hope that we might be able to outsource some of our financial management. The quotes are fairly expensive, and we might have to think creatively about how to manage the finances.

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. To be eligible for the award the index must be in print and must have been first published no longer than three years ago. The index must have been compiled in Australia or New Zealand even though the text to which it refers may have originated elsewhere.

The panel of judges comprised: Alan Walker (Convenor), Gary Cousins (Indexer and Librarian), Dr Jeremy Fisher (UNE; experienced compiler, editor and user of indexes) and Mary Russell (President of ANZSI).

In 2012 six high quality entries for the Medal were received. All were of sufficient length to deal with complex subject matter and showed a grasp of the language appropriate to the texts, some of which were highly specialised scholarly, scientific, technical or historic works. Each demonstrated evidence of the indexer's ability to link the text with readers' vocabulary.

The judges were unanimous in awarding the Medal to Dr Samantha Owens for her index to *Music at German Courts, 1715 – 1769: changing artistic priorities*; edited by Samantha Owens, Barbara M. Reid and Janice B. Stockigt.

A full report may be found in the November 2012 issue of the Newsletter.

Promotions and Publicity Committee

Membership

Chair: Nikki Davis

Members: Max McMaster, Mary Russell

ANZSI T-shirts/windcheaters

A member suggested having T-shirts and/or windcheaters with the ANZSI logo or slogan as a means of PR. Unfortunately this idea (which has been used in the past) is too difficult to follow through given that we are a small society and it would require keeping stock in a range of sizes and colours.

Bookmarks

Bookmarks continue to be a good promotional tool and have been distributed at international indexing meetings, the Editors' Conference and the Royal Historical Society of Victoria.

The bookmark has been redesigned ahead of the next print run. Lorem ipsum used for the background in the current bookmark has been replaced with an extract from an index and the red "Life is easier with an index" slogan has been changed to blue. The Committee is appreciative of the design assistance received from Hugh McMaster.

The new design also incorporates a QR code which will be linked to a specific webpage. In preparation for this the Committee is working on improving basic information about indexing on the ANZSI website.

Branding Policy

Following feedback from the Branches, the Committee made a number of improvements to the Branding Policy. Standard use of the logo has been made easier with the creation of a set of downloadable logos suited to a variety of purposes, and which are now available on the website. The Committee is grateful to Hugh McMaster for his help with this.

Commercial and Product Endorsement Policy

A review of the Commercial and Product Endorsement Policy was undertaken after the Victorian Branch alerted the Committee to overlaps between this policy and the Branding Policy. This was confirmed and some gaps related to advertising by indexers were also identified. As a result, a new Advertising and Endorsement of Products/Services Policy is being developed and will replace the Commercial and Product Endorsement Policy.

Indexers Available

The Committee has now concluded its work on the redevelopment of Indexers Available. A report and overview which suggested changes to the revised document of the Working Party on the Redevelopment of Indexers Available was provided, and this was submitted to the Branches for comment. The redevelopment is now being led by NSW Branch.

Metatags

An enquiry from a member in regard to metatags and the ANZSI website highlighted the potential for promotion of the website through this means. This is being explored by the Committee.

Publications

The Committee is looking at other markets for *Indexing Your Annual Report*, specifically in the field of accountancy. Work on *Assessing an Index* and *Indexing Your Family History* is currently on hold due to

time constraints on the authors but will recommence following the handover of Council duties in October. Expected release dates are April 2014 for *Assessing an Index*, and mid 2014 for *Indexing Your Family History*.

Board of Assessors

Members of the Board of Assessors were

Chair Sherrey Quinn

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

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

Applications for Accreditation

Four applications were received during 2012–13.

One application, that of Tracy Harwood, was successful, two were unsuccessful and one is in progress. Each of the unsuccessful candidates received a constructive report against the evaluation criteria, outlining shortcomings with suggestions for improvement, and encouraging the applicant to re-apply for accreditation in future.

Accreditation policy/procedures and renewal of Accreditation

A revised Accreditation policy was agreed at the February 2013 Council meeting, without the provisions relating to renewal of accreditation. The policy document was edited by the Chair of the Board and the revised policy document, reflecting Council's decisions, was endorsed by Council in March 2013 and has been posted on the website.

In March 2013 the Chair notified the Secretary of changes to the Constitution necessary to bring it into line with the Accreditation policy that Council adopted in 2013.

Renewal of Accreditation is reported in the Council section of this Annual Report.

2013 Conference

At the invitation of the organising committee, the Chair presented a practical workshop at the ANZSI Conference in Wellington in March 2013. The workshop addressed issues identified by the Board in assessing indexes, and promoted the benefits of achieving accreditation. The written paper is available on the ANZSI website in the Conference pages.

Application fee

At its June 2013 meeting Council resolved, on the advice of the Chair of the Board, that the accreditation application fee would remain at \$75 plus GST for Australian members and AUD75 for NZ members.

Branch Reports

ACT Region Branch

Committee members

President Shirley Campbell

Secretary Vacant (shared by committee members)

Treasurer Sherrey Quinn

Members Edyth Binkowski, Barry Howarth, Denise Sutherland, Geraldine Triffitt

Committee meetings

The dates of committee meetings are set to precede council meetings so that the committee is able to discuss items on the agenda, with their accompanying papers, for the forthcoming council meeting. Meetings were held on the following dates: 17th July 2012, 4th September 2012, 8th October 2012, 13th November 2012, 4th February 2013, 26th March 2013, 1st May 2013, 11th June 2013.

Branch events

Bowral conference, 28th & 29th July 2012: Biennial NSW/ACT Regional Conference.

The theme of the conference was *From pbooks to ebooks: focussing on digital publishing*. Publishers' representatives were invited to outline their plans and developments in relation to digital publishing. There were 23 delegates (14 NSW Branch; 8 ACT; 1 Qld – resident in ACT).

Annual General Meeting, 16th October 2012

The AGM and the dinner which followed were very successful. Thirteen attended the AGM and sixteen the dinner. The dinner is the annual social get-together for ACT Region Branch members and friends.

Frances Lennie's visit, 24th November 2012

Eleven participants (including two members of the Canberra Society of Editors) met to hear Frances speak on *Indexing as Art: Impressionism vs. Precisionism*.

On 26th November 2012 Diana Witt, a visiting indexer from the USA, joined five members of the committee for a most enjoyable morning tea.

On 22nd April 2013, following the biennial ANZSI conference in NZ in March, a meeting was held at which members who attended the conference in Wellington could share information and opinions about the papers and proceedings with other members who did not attend.

Training

No training was held in the ACT but members and others interested were encouraged to participate in training sessions offered by the NSW Branch.

Future events

‘Working with Words’, an afternoon session to discover how Denise Sutherland writes crosswords, cryptics and other puzzles: 6th July 2013.

A visit to the National Gallery of Australia’s Research Library: 2nd August 2013.

2013 Annual General Meeting will be held on 22nd October 2013 which is the actual 21st anniversary of the founding of the ACT Region Branch. A celebration of the Branch is planned at a dinner to follow the AGM.

New South Wales Branch

Committee members

President Frances Paterson

Vice President Glenda Browne

Secretary Mary Coe

Treasurer Sue Flaxman

Members Madeleine Davis, Lorraine Doyle, Helen Enright, Elisabeth Thomas, Michael Wyatt.

Committee meetings

The committee has continued to meet by teleconference every month and, since Thomson Reuters facilities became unavailable, we have met using Skype. Committee members have also experimented with other teleconferencing facilities to test presenting documentation during meetings. Teleconferencing has made our meetings accessible to all committee members who are located in both metropolitan Sydney and regional New South Wales.

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 activities

28th & 29th July 2012. Regional conference ‘From pbooks to ebooks’ was held in conjunction with ACT Branch at Craigieburn in Bowral in the Southern Highlands. For the first time, indexers collaborated with publishers to consider the future of ebooks and digital indexing.

23rd August 2012. NSW Branch Annual General Meeting was held at Golden Cinnamon Restaurant with Alan Walker as Returning Officer. The 2011–2012 committee was re-elected for the new term, with the welcome addition of a new committee member, Michael Wyatt.

September 2012. Some NSW members attended a lunchtime event on ebooks run by the Australian Law Librarians Association (ALLA).

17th November 2012. Holiday gathering. Guest speaker Frances Lennie gave an illuminating presentation on *Index as Canvas: Impressionism vs. Precisionism* at Thomson Reuters in Pymont, followed by lunch at the Pymont Point Hotel.

Training

7th & 8th July 2012. Introductory Book Indexing training course was held by Glenda Browne at Thomson Reuters in Pymont, with nine participants.

11th September 2012. Introduction to Embedded Indexing course was conducted by Jon Jermeay, Mary Coe and Glenda Browne at NSW Writers’ Centre, Rozelle. The content included LibreOfficeWriter, CINDEX in embedded projects, and embedded indexes in ebooks.

1st–28th February 2013. Intermediate/Practical indexing course, led by Glenda Browne, continued a new form of indexing training which Glenda is exploring, whereby students work at home, indexing a short book over four weeks. The groups have access to a YahooGroups mailing list to interact. The workshop had six participants, including two from South Africa, and it concluded with an optional face-to-face meeting (which didn’t include the South Africans, alas!).

Social networking

ANZSI has a Facebook page with 72 ‘Likes’ including non-members and other indexing societies and is joined to Twitter. Both are managed by ANZSI NSW members.

New Zealand Branch

The 2012-2013 year was probably the most successful so far for the New Zealand Branch. Our membership rose to 30, the greatest so far.

Committee members

President Julie Daymond-King
Vice President Tordis Flath
Secretary Rae Foster
Treasurer Jill Gallop
Members Nelly Bess, Robin Briggs, Geoff Kelly, Pam Strike, Meredith Thatcher

Branch activities

9 members attended the AGM held in Auckland in August 2012. It is now planned that the next will also be held there.

Otherwise, the only event held was the 3-day biennial Society conference held in Wellington, in March. This of course was a major, requiring much effort from a few, and the willing assistance of several more members. We believe we did raise the profile of indexing amongst the publishers here, as well as provide a pleasant and interesting opportunity for all Society members to learn and network. We were very gratified by the response from the participants, as well as the welcome injection to our finances. A revised local directory of freelance indexers was produced and issued in the lead-up to this event. The branch would like to praise and thank the members of the outgoing Council, whom we greatly respect and admire. Best wishes to you all, and many thanks for your support over the years for the officers of our branch.

Queensland Branch

Executive Committee

President Moira Brown
Vice-President Vacant
Secretary Beryl Macdonald
Treasurer Franz Pinz
Members Mei Yen Chua, Vicki Law, Deirdre Kesteven, Jean Dartnall and Jan Rees.

Executive Committee Meetings

Three meetings were held: 16th August 2012; 9th April 2013; 12th June 2013.

Branch activities

The Annual General Meeting was held on Tuesday 24th July 2012.

There were 9 General Meetings of the Branch held in the past year :

24th July 2012 – Amanda Greenslade, Graphic Designer and Editor, was our AGM guest speaker.

28th & 29th August 2012 - Indexing guru Max McMaster held an ‘Indexing Q & A ‘ evening in Brisbane and Townsville.

23rd October 2011 – Lisa Jones, Curator of the Queensland Police Museum was our guest speaker.

27th November 2012 – Christmas Dinner Party at the Salisbury Hotel in Brisbane with Queensland members, their spouses and other industry colleagues. 26th February 2013 – Mei Yen Chua met interested trainees to discuss Queensland Branch’s online indexing course. (See below under ‘Training’)

26th March 2013 – We were entertained by Historian and Paelontologist Dr Susan Turner.

23rd April 2013 – Queensland Branch turned 5 years old this year and we celebrated with guest speaker and Queensland member Jane Douglas, who delighted us with her memories of 2013 ANZSI Conference, which was held in Wellington in New Zealand.

28th May 2013 – Elizabeth Riley, Librarian and long standing Queensland Branch member, entertained us with her experiences of the American Society for Indexers Conference which she attended in San Antonio in Texas this year.

25th June 2013 – Queensland Branch members were invited to bring along their own indexes at a “Show and Tell” evening.

In all 74 people attended the nine meetings

Training : Online indexing training is a pilot program using Queensland Indexer Mei Yen Chua as Mentor. It will be run from March to October 2013. The 13 trainees are using *The Indexing Companion* and its *Workbook* by Glenda Browne and Jon Jermy as texts, along with other unindexed books, which it is hoped will give indexing experience and confidence to new trainees..

Publications and marketing

A Freelance Directory of Queensland Indexers and branch brochures will be used for marketing branch members. ANZSI Queensland Branch has also produced a small brochure. Along with the ANZSI book marks created by Max McMaster and the Victorian Branch, we hope that the Queensland brochure will raise community awareness of Indexing in the community

Future events

27th August 2013 – Greg Parker, the Puzzle Wizard will be our guest speaker in Brisbane.

23rd November (Saturday) – Christmas Party Lunch at the Norman Hotel, Woolloongabba, Brisbane.

Victorian Branch

Committee

President	Iris Bergmann
Vice President	Terri Mackenzie
Secretary	Ray Price
Treasurer	Nikki Davis
Member	Mary Russell

Committee meetings

Seven meetings were held: 3rd July 2012, 14th August 2012, 24th September 2012, 12th November 2012, 29th January 2013, 27th March 2013, 20th May 2013.

Branch events

July – The VIC – Show and Tell

August – The VIC – Afternoon with Frances Lennie

September – The VIC – Indexing needlework tools

October – The VIC – Visit to the Australian Road Research Board Library

November – The VIC – Indexing and geotechnical engineering

December – The VIC – Festive season index

February – The VIC – Indexing with gusto!

March – The VIC – Multiple author indexes

April – The VIC – Indexing software

June – The VIC – Visual indexes

Training

October 2012 – Basic Book Indexing Part 1

October 2012 – Basic Book Indexing Part 2

February 2013 – Basic Book Indexing Part 1

February 2013 – Basic Book Indexing Part 2

February 2013 – Embedded Indexing in MS Word

February 2013 – Annual Report Indexing

Future events

September 2013 – The VIC – The business of indexing

November 2013 – The VIC – Indexing the ANZSI/AusSI Newsletter

December 2013 – The VIC – Christmas crossword

Vale

The Victorian Branch notes with sadness the deaths of two longstanding members, Margaret Findlay (whose passing is noted in the Council section of this Report) and Elizabeth Ellem-Wood.