ANZSI

Australian and New Zealand Society of Indexers Inc.

Annual Report

2013–2014

Contents

President's Introduction

This is the ANZSI Council Annual Report for 2013–14; it will be presented at the Annual General Meeting in Sydney on 2nd October 2014. The report has been compiled from contributions from Council members and officials to represent all of the work done by ANZSI.

2013–2014

This year has been significant for ANZSI with the move to a multi-location Council and a complete turnover of the Council Executive. The new Council members have been well-supported by outgoing Council members, ongoing ex officio members of Council, and experienced position holders and committee members.

- All Council meetings since the AGM in October 2013 have been held by teleconference, with members connecting by telephone or Skype.
- Planning is under way for a joint conference with the Canberra Society of Editors to be held in the ACT in May 2015.
- Training courses have been held by branches. The only Council training has been the ongoing *AusSI/ANZSI Newsletter* Peer Review project.
- Events have been held by all Branches. In addition, indexers got together in Hobart twice, once with visiting members from the Victorian Branch.
- The *ANZSI Newsletter* has undergone significant changes this year, including the move to a simple one-column format and the development of EPUB and Kindle formats.
- The Outstanding Contribution Award for contributions to ANZSI by non-members was presented to Peter Judge for his services to ANZSI as Newsletter Editor, and Life Membership was presented to Edyth Binkowski for long-term service to AusSI/ANZSI.
- Moira Brown has resigned after a number of years as founding Queensland Branch President. We thank her for her innovation in the role, and welcome Jane Douglas as the new President.
- Work on the IDPF Indexes Working Group continued, with the specification being approved by the Board and membership.
- Work on the ANZSI archives has continued, with discussions with the State Library of Victoria about adding to our documents there, and the inclusion of paperwork from John Simkin's estate.
- Council has decided that appointments to ANZSI positions will run to the first meeting after an AGM (unless otherwise planned) to ensure continuity of service until the new Council can make new appointments.
- Council continues to run a tight budget. Expenditure was down this year (with savings from reduced meeting and newsletter expenses) but income from membership fees was also down. Council has avoided dipping substantially into its savings because of contributions from Branches, including payment of teleconferencing costs this year by NSW Branch.
- A proposal from the Victorian Branch for the restructure of ANZSI to improve Council budgeting, to reduce workload on ANZSI volunteers, and to make it easier for branchless members to run events, has been well-received and is currently under discussion.
- Council continued to monitor the progress towards a possible new edition of the *Style Manual for authors, editors and printers.* In July the President wrote to Susan Baird, in the Department's Australian Government Information Management Office, welcoming the prospect of a new edition and offering the Society's support and its interest in being consulted on the chapter on indexing and on the preparation of an index to the publication. Ms Baird had replied that the

project will be put to tender and that the Society has been added to the list of interested stakeholders.

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. We rely on both people who make ongoing commitments and those who step into roles at short notice when urgently needed.

Council Report

Council membership

President	Mary Russell (July–October)
	Glenda Browne (October–June)
Vice-President	Alan Eddy (July–October)
	Denise Sutherland (October–June)
Secretary	Michael Ramsden (July–October)
	Mei Yen Chua (October–June)
Treasurer	Max McMaster (July–October
	Michael Wyatt (October–June)
Committee members	Glenda Browne, Dominique (Nikki) Davis, Karen Gillen (July–October)
	Madeleine Davis, Terri McKenzie (October–June)
President, ACT Region Branch	Shirley Campbell
President, NSW Branch	Frances Paterson (July–October)
	Mary Coe (October–June)
President, New Zealand Branch	Julie Daymond-King
President, Queensland Branch	Moira Brown (to March 2014)
	Jane Douglas (from April 2014)
President, Victorian Branch	Iris Bergmann (to August 2013)
	Dominique (Nikki) Davis (from August 2013)

Officers of the Society

Education Coordinator (Acting)	Max McMaster (to March 2014)
	Glenda Browne (from March 2014)
Editor of the Newsletter	Peter Judge (to March 2014)
Editor of the Newsletter	Michael Wyatt (from April 2014)
Newsletter Coordinator	Denise Sutherland
Membership Officer	Karen Gillen
Web Manager	Mary Russell
Electronic Options Coordinator	Mary Coe

State and Territory Representatives

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	Christopher Brennan
Western Australia	Linda McNamara (to September 2013)
	Shelley Campbell (from September 2013)

Chairs of Boards and Committees

Awards	Garry Cousins (to May 2014)
	Max McMaster (from May 2014)
Board of Assessors	Sherrey Quinn
Database/Open System Indexing Accreditation	Julie Daymond-King
Conference Committee (2015)	Tracy Harwood
Promotions and Publicity	Dominique (Nikki) Davis
Working Party on the Redevelopment of Indexers Available	Madeleine Davis

John Simkin

It was with sadness that the Society learned of the death, on 24th January 2014, of John Simkin. Members of Council and the Victorian Branch attended John's funeral service at the Springvale Botanical Cemetery. Michael Ramsden, with assistance from Alan Walker and Rosemary Nancarrow (John's niece), prepared and delivered a eulogy on behalf of the Society. An obituary appeared in the *ANZSI Newsletter* (Vol. 10, no. 2, March 2014), and was reprinted in *Key Words* (Vol. 22, no. 5, May 2014) and *The Indexer* (Vol. 32, no. 2, June 2014). An appreciation of John was published in *SIdelights* (Issue no. 2 Summer 2014).

During his public library career, John held the position of chief librarian of Moorabbin City Libraries for 33 years. He was a representative of public libraries to the Australian Advisory Council on Bibliographic Services (AACOBS) and served on a number of committees of what was then the Library Association of Australia.

John played a significant role in the establishment and development of the Society. Indexers in Australia and New Zealand will forever remain heavily in his debt for the service he gave, from 1976 when he was a founding member of AusSI, to 2011 when he finally stepped down from Council. He was the Society's first vice-president as well as the first editor of the Newsletter. He held a number of positions including president, chair of the judging panel for the ANZSI Medal, and membership of the Board of Assessors. The International Committee of Representatives of Indexing Societies (ICRIS) came about as a result of John's interest in a fledgling committee of delegates from various national societies, and he was held in high regard by those in the international indexing community.

John will be greatly missed and remembered not only for being a leading light of indexing but for being a wise friend and a true gentleman, and for remaining modest despite his numerous achievements.

In memory of John, ANZSI Council made a donation of $200 to the Prostate Cancer Foundation of Australia. To honour him the ANZSI Medal has been renamed the John Simkin Medal.

Meetings

Council met every six weeks – face-to-face in Melbourne until the AGM (which was hosted by the Victorian Branch), and then electronically from late October 2013. One informal meeting was called in June 2014 to progress discussion of the budget. Plans have been made for a face-to-face AGM at the same venue as the NSW Branch AGM on 2 October 2014, in Sydney. NSW Branch will be sponsoring the venue and something towards food and drinks.

The major development for ANZSI this financial year has been the move to the use of teleconferencing for Council meetings. This has meant that members from anywhere in Australia and New Zealand have been able to serve in any position on the Council.

This year all of the elected members of Council have been new to their positions; this has resulted in a double challenge where members have been settling into new roles at the same time as Council has been working out the details of how our meetings and document sharing can best work.

We have been using tools such as teleconferencing, the ANZSI website discussion page, Google Groups and Google Docs to share information, and are continuing to work out how best to do this.

The overall success of the multi-location Council has depended on the hard work, patience and commitment of all Council members. We have been grateful for handover and ongoing support from past Council members, for the experience of Branch Presidents most of whom, as ex officio members, had long experience of Council procedures, and for support from people in other ANZSI positions (including the Web Manager and Membership Secretary).

The technology chosen for Council meetings (Redback) can be used for both teleconferencing (access by telephone, including Internet telephone services such as Skype) and web conferencing (accessed by logging into a website). We found that we could successfully meet using one or other of these services, but not both together. As web conferencing requires more technological input from users we have deferred its introduction. We still hope to use it at some stage as it offers more features than teleconferencing and is cheaper.

ANZSI Constitution

The ANZSI Constitution had to be revised following the passage of the Associations Incorporation Reform Act 2012 (Vic). The revised ANZSI Constitution was approved at the AGM on 2 October 2013. Following the AGM, Michael Ramsden forwarded a copy of the revised Constitution to Consumer Affairs Victoria (CAV).

Our revised Constitution explicitly stated that in respect of matters relating to discipline and grievances we will be governed by the Model Rules. CAV advised that this is not sufficient and that we have to write the text of those Model Rules into our Constitution. This has been done, and members will be notified of the change at the AGM (as required by CAV). Many thanks to Michael Ramsden for seeing these changes through.

Review of ANZSI policies

Council has continued its regular review of ANZSI policies. This year we have approved revisions to Advertising and Endorsement of Products/Services. We also approved two papers: 'Proposed amendments to information about indexing on ANZSI's website' and an 'Authorisation for Expenditures' policy.

This is the first year in which our ongoing ICRIS representatives have not been Council members. To ensure Council representation on ICRIS, we developed a policy that the ANZSI President would, ex officio, be an ICRIS representative (mailing list recipient). Max McMaster is the other ICRIS representative, and Mary Russell is the ICRIS liaison, as well as being the ICRIS coordinator.

ICRIS member societies offer one free registration for a member of each other society at their conferences. We formalised the process for this, based on documentation from the ICRIS website and views of Council members.

Honorary Life Membership to Edyth Binkowski

Honorary Life Membership was conferred on Edyth Binkowski by the ANZSI President at the ACT Region AGM on 22 October 2014. Details are in the November 2013 *ANZSI Newsletter*.

Outstanding Contribution Award to Peter Judge

An Outstanding Contribution Award for services to ANZSI by a non-member was presented to Peter Judge by the ANZSI President at the ACT Region AGM. Details are in the November 2013 *ANZSI Newsletter*.

Archives and history of ANZSI

Alan Eddy, with Mary Russell and Karen Gillen worked on the inventory and consolidation of the ANZSI archives. They have received boxes of papers from John Simkin's collection, including copies of the *Society of Indexers in Australia Newsletter*, which was not previously held. Council has approved recommendations from Alan Eddy that copies of all records be added to the collection at the State Library of Victoria, and that Council ask all branches to lodge a copy of their records with the library. The website now hosts scanned copies of AusSI/ANZSI newsletters from 1976 – what a great resource!

Education Coordinator

Glenda Browne is acting in the role of Education Coordinator but this position has not been active. The only national training this year has been the *AusSI/ANZSI Newsletter* Indexing Peer Review project, being managed by Mary Russell.

Treasurer's Report

In June 2013 Council commenced the process of registering for GST. This proved to be a lengthy and time-consuming process as none of the changes of personnel, nor to the name of the Society, since the application for an ABN in 1999 had been notified to the ATO. Thus, this had to be tidied up before we could register for GST. Registration was finally completed in September 2013 and was back dated to the date of the original application in June 2013.

Unaudited Statement of Accounts 2013–2014

Receipts

ITEM	$
Membership subscriptions and renewals	12779.50
Indexers Available	2261.00
Accreditation	225.00
Publications	198.00
Online service to branches	172.50
Sundries	0.09
IDPF expenses	450.00
Branch online collection	1350.00
Bank interest	30.57
TOTAL	**17466.66**

Payments

ITEM	$
Insurance	735.00
Administration/Auditor/Incorporation	2671.98
Training	429.00
ANZSI Newsletter	4,389.96
Visits to Groups/Branches	845.70
Full Council meeting	241.26
Awards program	979.50
Donation	200.00
IDPF honorarium	1762.96
Branch online collection	1350.00
Website hosting	4819.80
Grants to branches	650.00
Tax office payments	582.00
Bank fees including Merchant fees	607.30
TOTAL	**20,264.46**

Excess of payments over receipts: $2797.80

Unaudited Consolidated Financial Statement 2013–2014

Income

Jul 2012 – Jun 2013	Council or Branch	Jul 2013–Jun 2014
$29,025.58	Council	$17,466.66
$4,361.98	ACT Region Branch	$1,502.50
$4,711.00	NSW Branch	$6,426.50
NZ$28,695.70/AUD$25,318.22	NZ Branch	NZ$ 1,310.49/AUD$1217.18
$6,032.52	Qld Branch	$827.60
$11,544.97	Vic Branch	$3,964.54
$ 80,994.27	**TOTAL**	**$31,404.98**

Expenditure

Jul 2012 – Jun 2013	Council or Branch	Jul 2013 – Jun 2014
$29,485.80	Council	$20,264.46
$10,484.66	ACT Region Branch	$3,892.77
$9,544.08	NSW Branch	$6,723.43
NZ$26,960.91/AUD$23,787.61	NZ Branch	NZ$1,025.71/AUD$952.68
$5,915.48	Qld Branch	$2,557.15
$12,428.29	Vic Branch	$6,911.05
$ 91,645.92	**TOTAL**	**$41,301.54**

Assets

Jul 2012 – Jun 2013	Council or Branch	Jun 2013 – Jun 2014
$18,505.37	Council	$15,707.62
$6,802.57	ACT Region Branch	$4,412.30
$31,931.20	NSW Branch	$32,570.45
NZ$9,595.76/AUD$8,466.34	NZ Branch	NZ$10,442.70/AUD$9,699.18
$2,210.59	Qld Branch	$822.04
$48,991.34	Vic Branch	$46,044.83
$116,907.41	**TOTAL**	**$109,256.42**

Note: 2013-14 NZ$ amounts converted to AU$ at the rate of 0.9288 (30 June 2014)

2012-13 NZ$ amounts converted to AU$ at the rate of 0.8823 (19 August 2013)

Membership Report

Membership Types

Institutional Membership (New Zealand)

This new membership category was introduced on 1 July 2013 (see ANZSI Council Minutes: 37/3: 6.3.2)

Student Membership

This category of membership was discontinued from 1 July 2013 (see ANZSI Council Minutes: 37/3: 6.3.2)

Subscription Periods

Financial-year Subscriptions
At 1 January 2014, the Society reverted to a single subscription period covering the financial year (i.e. 1 July–30 June), with subscriptions falling due on 1 July of each year. Members who join the Society in June of any year will be deemed to be financial until 1 July the following year. Existing members are extended a three-month period of grace within which to renew their subscriptions. Subscribers who have not renewed their subscriptions by 30 September are then deemed to no longer be members.

Calendar-year Subscriptions
The calendar-year subscription option was discontinued from 31 December 2013. Former subscribers to the calendar-year option were offered a one-off six-month subscription to cover the period 1 January 2014–30 June 2014 to bring their subscriptions into line with the bulk of ANZSI members who already had financial-year subscriptions. (See Council Minutes 37/5: 7.3.2).

Membership Fees

From 1 July 2013, a number of changes were made to ANZSI's subscription fee structure (See Council Minutes 37/5: 7.1.3.1). The table below sets out the fees for 2013–2014.

	Individual Membership	Institutional Membership
Australian members • Online payments • Cheque/money order payments	A$88 (includes $8 GST)	A$110 (includes $10 GST)
New Zealand members • Online payments	A$70.00	A$90.00
New Zealand members • Cheque/money order payments • EFT payments	NZ$80.00	NZ$100.00

Table 1. Subscription Fee Structure, July 2013–June 2014

Goods and ServicesTax (GST)
Since 1 July 2013, Australian members have been charged GST.

Fee increase
The introduction of GST resulted in fees being increased by 10%.

Special provisions for New Zealand members
New Zealand members now have the option to pay their subscriptions in NZD when paying by cheque, money order or EFT. These payments are made directly to the New Zealand Branch. The New Zealand Branch Treasurer then transfers the resulting income to the Council's account in bulk, thus minimising bank transfer fees.

Membership Statistics

<u>Total membership</u>
At 30 June 2014, ANZSI had a total of 173 members. This figure is broken down in the table below according to branch affiliation and type of membership.

Branch	Corporate Membership	Life Membership	Individual Membership	Total
ACT and Region	2	1	32	35
New South Wales	0	2	32	34
New Zealand	1	0	19	20
Queensland	0	0	22	22
Victoria	2	2	48	52
No affiliation			0	10
• SA	0	0	4	
• TAS	0	0	2	
• WA	0	0	3	
• USA	0	0	1	
TOTALS	5	5	163	173

Table 2. ANZSI Membership at 30 June 2014

<u>Comparison of 2014 and 2013 statistics</u>
The table below compares the total membership figures at 30 June 2013 with those at 30 June 2014. Gains and losses were calculated on the basis of the difference in overall total of branch memberships at the end of each year.

Branch	Members at 30 June 2013	Members at 30 June 2014	Net Gains	Net Losses
ACT and Region	35	35	0	0
New South Wales	31	34	3	0
New Zealand	30	20	0	10
Queensland	30	22	0	8
Victoria	64	52	0	12
No branch affiliation	8	10	2	0
Total membership	198	173	5	30

Table 3. Membership figures at 30 June 2014 compared to 30 June 2013

After membership numbers stabilising in the previous reporting period, the Society suffered a net loss of 25 members (or 13% of its membership) over the past year. NSW Branch had a small increase following a large loss in the previous reporting period. The only other gains were in non-affiliated members. The greatest reduction was experienced by New Zealand (loss of 33%), followed by Queensland (27%) and Victoria (19%).

Place of Residence and Branch Affiliation

Members of ANZSI who live outside 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 personal and life members according to their place of residence and choice of branch affiliation at 30 June 2012. (NB: The Society currently has 5 corporate members, but these have not been included in this table).

Country/ State of Residence	Branch Membership						TOTAL
	ACT Region	NSW	NZ	Qld	Vic	None	
Australia							
• ACT	29	0	0	0	0	0	29
• NSW	4	34	0	1	0	0	39
• NT	0	0	0	0	1	0	1
• Qld	0	0	0	20	0	0	20
• SA	0	0	0	0	5	4	9
• Tas	0	0	0	1	2	2	5
• Vic	0	0	0	0	42	0	42
• WA	0	0	0	0	0	3	3
New Zealand	0	0	19	0	0	0	19
USA	0	0	0	0	0	1	1
TOTAL	33	34	19	22	50	10	168

Table 4. Personal and life members
by country/state of residence and branch membership at 30 June 2014

Accredited Indexers

Accredited indexers may only claim this status as long as they are financial members of ANZSI. In March 2014, the Membership Secretary liaised with the Receiving Officer Accreditation to generate a current list of accredited indexers after it was discovered no such list existed. In future, the Membership Secretary will notify the Receiving Officer Accreditation if any accredited indexers cease to be members of the Society so that the Register of Accredited Indexers can be kept up to date.

The table below shows the current number of accredited indexers by branch, in whole numbers and as a percentage of life plus personal members.

Branch	Total Personal+ Life Members	Accredited Indexers	Percentage Personal+ Life Accredited Indexers
ACT Region	33	8	24.24
NSW	34	13	38.23
NZ	19	3	15.78
QLD	22	1	4.54
VIC	50	15	30.00
None	10	0	0.00
TOTALS	168	40	23.80

Table 5. Accredited members at 30 June 2014

At 30 June 2013, twenty-one per cent of ANZSI members were accredited. In 2014, this increased to roughly twenty-four per cent. There has been no increase in the total number of accredited indexers from the previous reporting period. The increased percentage is a consequence of the net drop in membership during this reporting period.

Members Register and Member Directory

A number of changes in the way that ANZSI collects and manages information about its members were implemented in order to comply with the requirements of the *Associations Incorporation Reform Act 2012* (Vic) (AIR Act). These changes are detailed below.

Members Register
This is a complete list of current and former members of ANZSI. The Membership Secretary has responsibility for compiling and maintaining the register. The register lists only those details required by the AIR Act, i.e. (a) the names, dates of membership and contact details of current members, and (b) the names and dates of membership of former members.

Member Directory
The Member Directory of current members (on the ANZSI website) is to be treated as a subsection of the official Members Register. In addition to displaying the names, telephone numbers and email addresses of current members, it now also shows the year a member joined the Society, as required by the AIR Act.

Inspection of the Member Register
All members of ANZSI have the right to access the Members Register if they have an appropriate reason for doing so (see below). At present, all current members are able to access the Member Directory of current members on the ANZSI website. Existing members can also view their own details in the Member Database by viewing their Member webpage at 'Update your Details' in the Members' area of

the website. Access to the complete Member Register of current and former members may be granted at the discretion of the ANZSI Council, upon a written application to the Secretary, ANZSI Council, stating the reason for the access request.

Use of information in Member Register/Member Directory
The information contained in the Member Register and Member Directory may only be used if it is directly related to the management, activities or purposes of the Society.

Restricted access to a member's details
While the names and dates of joining of all current ANZSI members will be listed on the Member Directory, members have a choice over whether their contact details are also listed. If a member does not wish to have their contact details displayed on the Member Directory this option is available on membership application and subscription renewal forms. Members may also select this option at any time by updating their details in the Members Area of the ANZSI website. ANZSI does not make any judgement on a member's decision to choose not to make their contact details public, and members are not required to specify why they wish to withhold their contact details.

Indexers Available

Annual Fee for Advertising
On the 1 July 2013 an annual fee was introduced for all members (including life members) wishing to advertise their services in *Indexers Available*. The advertising fee was introduced as a much-needed revenue-raising measure for the Society. The alternative was to raise membership fees by a higher amount than that currently imposed. Given the Society's membership profile, it was decided that an advertising fee was the fairer option. As with all fees, the amount will be reviewed each year.

Current advertising fees are listed in the table below.

Australian members	• Online payments • Cheque/money order payments	A$38.50 (includes $3.50 GST)
New Zealand members	• Online payments	A$35.00
	• Cheque/money order payments • EFT payments	NZ$35.00

Table 6. *Indexers Available* Annual Advertising Fees, July 2013 – June 2014

Advertising Period
The fee covers the financial year (i.e. 1 July–30 June), and will be due for payment on 1 July of each year. A three-month period of grace to pay the fee is extended to members listed on the *Indexers Available* register. After this time, if payment is not received, a member's entry will be deleted from the register.

Enhancement of *Indexers Available* listing
In February 2014, as part of ongoing modifications and improvements to the ANZSI Website, *Indexers Available* was modified so that subscribers may now list up to five publications they have indexed. This enhancement allows subscribers to demonstrate their experience across a wider range of subject areas, or to emphasise their expertise in a particular area of specialisation.

Indexers Available Register

At 30 June 2013, prior to the introduction of an advertising fee, fifty-one per cent of ANZSI members were listed on *Indexers Available*. At 30 June 2014, following the introduction of a fee for advertising, this figure had dropped to thirty-one per cent.

The statistics for those listed in *Indexers Available* at 30 June 2014 are presented in the table below. (NB Membership numbers include personal and life members only. Corporate members are not included as they do not advertise freelance indexing services.)

Branch	Total Members	Members Listed on *Indexers Available*	Percentage of Members Listed in *Indexers Available*
ACT Region	33	10	30.30
NSW	34	13	38.23
NZ	19	7	36.84
QLD	22	3	13.64
VIC	50	15	30.00
None	10	4	40.00
TOTALS	**168**	**52**	**30.95**

Table 7. Members listed on *Indexers Available* at 30 June 2014

Members have always been responsible for managing their entries on *Indexers Available* (i.e. to include accurate and up-to-date information about their qualifications, expertise and experience). Prior to the introduction of a fee, many members failed to update their details on a regular basis, or provided only scant details. As a result, much of the information available to potential clients had been inaccurate or was at best uneven.

Following the introduction of an advertising fee, there was a predictable drop in the number of members listed on *Indexers Available.* While the fee itself was the reason why some members decided not to continue to advertise their services, many others chose not to do so as they were no longer available to take on any indexing work, or had been unaware that they were even on the list.

It had been hoped that with the introduction of an advertising fee members would be encouraged to keep their entries accurate and up-to-date. To a large extent this has occurred, and while overall numbers on the register have fallen, *Indexers Available* is now a greatly improved resource for clients and a considerably enhanced means for indexers to advertise their services.

Newsletter

We have had a lot of change with the newsletter this year including:

- three new columnists: Terri McKenzie with 'Zakuski' and Denise Sutherland and Jane Douglas with 'Etcetera'
- inclusion of biographies of Council members, in addition to the popular Quiet Achiever profiles
- electronic-only delivery using a simple MS-Word template to suit the electronic format and to save time (and therefore money) in production. In addition, the electronic format enables the provision of live links to websites and the use of more colour. Thanks to Peter Judge and Denise Sutherland for their work adapting to this new format and ensuring a smooth transition

- implementation of a new nameplate (masthead) created by Denise Sutherland to emphasise the logo and indexes, and to work well with the one-column format used for electronic delivery
- EPUB and mobi format newsletters for access on portable reading devices
- advertisements to cost the same as for the print newsletter. We have investigated the best shapes and sizes for ads to use in the electronic formats.
- resignation of Peter Judge as newsletter editor and his temporary replacement by Denise Sutherland and Michael Wyatt.

ANZSI members have continued to be regular contributors to *The Indexer*, with at least one contribution from an ANZSI member in the last four issues. Many ANZSI members subscribe to *The Indexer* at ANZSI member rates. Denise Sutherland has been appointed International Advisory Board Member for *The Indexer*.

Indexing the *AusSI/ANZSI Newsletter* report
Late in 2012 the mammoth task of indexing all issues of the *AusSI/ANZSI Newsletter* was started. Volunteers were each allocated a year to index. A style sheet was supplied to provide guidance on how to index the issues and to help ensure some consistency. So far, 20 years have been indexed and, while there are over 40 years to be done in total, this is well over half as many of the years still to be indexed only have a few issues. Several indexers chose to have their index peer-reviewed and this proved to be a useful exercise.

At the ANZSI Conference in Wellington a sample of the combined index was developed and used to make decisions to ensure greater consistency in entries.

As with all volunteer projects, life gets in the way of best laid plans to assist and many volunteers have had to reluctantly pull out. Years are still being allocated to those interested in assisting.

Social Media
We have a small social media footprint on Facebook and Twitter. Both are managed by ANZSI NSW members. On Facebook we have 88 Likes (ie, 88 people have chosen to follow the page) and our messages reach up to 175 people, including members of other indexing and editing societies. On Twitter we have 93 followers, and are following 60 people. Our Twitter hashtag is @ANZSI_indexers.

Website
The website is updated and being added to regularly. The scanning of the *AusSI/ANZSI Newsletters* has been completed and all issues are now on the website. Copies of the *Society of Indexers in Australia Newsletter* have been located and will be added to the collection.

Ongoing maintenance is done by Link Digital. The new Council necessitated minor changes to contact details on automatic emails and to email recipients. Major changes were required to the membership database and membership directory to ensure we comply with the requirements of the *Associations Incorporation Reform Act 2012* (Vic). Work was also required to solve unexpected hiccups with the running of the membership renewal program.

Indexers Available

While work still continues to revamp *Indexers Available*, the alterations to the membership database provided an opportunity to make adjustments to Indexers Available to allow the listing of up to five publications

International Committee of Representatives of Indexing Societies (ICRIS) Report

During the 2013–14 year there were small gatherings of ICRIS members at the SI Conference in July 2013 and the ASI Conference in May 2014 with an informal meeting of ICRIS at the ISC/SCI Conference in Toronto. Mary Russell represented ANZSI at the gathering at the SI Conference and the informal meeting in Toronto.

Benefits to ANZSI members now include membership rates for ASI Webinars.

Arrangements are being made for ANZSI to host the ICRIS triennial meeting at the SI Conference in York on 4th September 2015. Further information and minutes of meetings can be found on the updated webpage at http://www.theindexer.org/icris/.

International Digital Publishing Forum. EPUB Indexes Working Group

ANZSI has continued its membership of the International Digital Publishing Forum (IDPF) and Glenda Browne has continued as the ANZSI representative on the IDPF Indexes Working Group.

On February 28 2014 the EPUB 3.0 Proposed Specification draft was elevated to the status of a final Recommended Specification. Work continues on the development of support for the specification in the wider publishing community.

Glenda Browne has promoted the specification in Australia, speaking at the VALA Library Technology conference in Melbourne in February 2014, presenting two courses on EPUB for Editors for the Canberra Society of Editors, and writing a chapter on indexing for a book on information design. In addition, she has contributed feedback on the draft IDPF Dictionaries and Glossaries specification.

Working Party on the Redevelopment of Indexers Available Report

Convenor: Madeleine Davis
Members: Mary Coe (original member), Sherrey Quinn, Michael Wyatt (Sherrey was co-opted at the ANZSI conference in March 2013 and Michael was co-opted at the NSW Branch Committee meeting in November 2013)

Members of the WP have held meetings with

- Steve de Costa, Executive Director of Link Digital in Canberra (8 October 2013). Link Digital developed the current ANZSI website and also hosts it.
- Rob Edwards in Sydney (30 November 2013). Rob Edwards is the Director of Webify Pty Ltd (website design and management). He has also developed an app (Society4Me) that may be useful to ANZSI members and could be linked into the current site or a new site. It would allow Branches or Members to announce events and courses using one app, which would push the messages out to Twitter, Facebook, LinkedIn, or as text or email messages. The app could be embedded into the ANZSI website or used separately.

Both meetings were based on a wish list of data elements for a new *Indexers Available* online, drawn from discussion, reporting and comment by the Working Party, the P&P Committee, individual ANZSI members, the NSW Branch Committee, ACT Branch Committee and NZ Branch Committee.

Both companies have submitted general quotations to undertake the work proposed, with further suggestions for redesigning the ANZSI website as well.

A summary of the two proposals put forward by Link Digital and Webify was presented to the NSW Branch Committee and Council at meetings early in 2014. Council members requested that a third and perhaps fourth quote for the redevelopment of *Indexers Available* be sought, in particular that responses from NZ web design companies be sought.

The NSW Branch Committee had initially proposed to Council that it would provide funds towards the cost of the redevelopment of IA and this was noted for the next Council budget.

Survey of Editors

The Working Party proposed that a survey of editors and allied publishing professionals in Australia and New Zealand be undertaken, prior to finalising the information fields in *Indexers Available*. The rationale being that despite all the excellent ideas from all involved, they all seem to concentrate on what indexers ought to offer the consumer, not what the consumer wants to get from indexers.

Michael Wyatt, who put forward the proposal, agreed to be co-opted to the Working Party. At his suggestion a pilot survey of selected editors was undertaken in March and the final survey questions, covering letter and list of relevant organisations to be approached were finalised in April/May.

Once the survey results have been collated, the information for the *Indexers Available* database will be refined and the Working Party will seek final quotes, based on the new information architecture requirements. Quotes may also reflect increases to re-code the current information as ANZSI doesn't own the code on the website.

Conference Report

'Write, Edit, Index: A national conference for editors, indexers, and publishing professionals' is to be held in Canberra Australia 6–9 May 2015. The conference is being jointly hosted by the ANZSI ACT Region Branch on behalf of ANZSI and the Canberra Society of Editors on behalf of IPEd.

A conference website has been established at http://writeeditindex.net.au/venue/ and is regularly updated.

The conference venue, Rydges Lakeside Hotel, has recently been rebadged as QT Canberra and is newly refurbished. It is on the edge of Lake Burley Griffin and part of the New Acton precinct. This recently developed area is full of funky bars, cafés, and restaurants, and has a cinema. It is close to the Australian National University and Canberra city.

The call for papers was posted on the website and widely advertised on the ANZSI and IPEd websites as well as on the websites of other relevant organisations and groups. The call for papers has now closed and planning the conference program is progressing. A day of workshops on 6 May 2015 will precede the main conference. Keynote speakers have been identified.

Possible venues for the conference dinner were explored with the aim of holding the dinner at an iconic venue. Taking into consideration price and location, the Great Hall at University House at the Australian National University has been booked.

A professional conference organiser is to be engaged to be responsible for registration management and financial management.

Sponsorship is being sought but is proving difficult.

Committee Reports

Awards Committee

The Australian and New Zealand Society of Indexers medal has been offered annually for an outstanding index to a book or periodical. The panel of judges for the 2013 awards comprised: Garry Cousins (Convenor), Jeremy Fisher (UNE; ANZSI medal winner) and Frances Paterson (past President of the NSW Branch; ANZSI medal winner).

Two entries were received. Both were of a high standard, however one stood out as remarkable: Alan Walker's index to former Prime Minister John Howard's autobiography *Lazarus Rising* (revised edition, 2011), published by HarperCollins. This award makes Alan a three-time winner of the medal. A full report can be found in the November 2013 issue of the ANZSI Newsletter.

Garry Cousins has stepped down from his role as Awards Convenor and we are delighted that Max McMaster (a multiple medal winner) has taken on the role.

To reduce the workload on medal judges, and to increase the number of applicants for each medal, Council decided to award the medal only every two years. The next medal is due to be awarded at the ANZSI conference in May 2015.

In memory of long-term AusSI/ANZSI member John Simkin, the medal has been named the John Simkin Medal.

Promotions and Publicity Committee

Membership
Chair: Nikki Davis
Members: Karen Gillen, Max McMaster

Advertising and Endorsement of Products/Services Policy
This policy was developed to replace the Commercial and Product Endorsement Policy, which overlapped with the Branding Policy and also had some gaps related to advertising by indexers. It was approved by Council and has been implemented.

Indexing Your Annual Report
An end-of-financial-year promotion of *Indexing Your Annual Report* was run, targeting 100 of Australia's leading companies. The aim was to raise awareness of indexing annual reports in general as well as to generate sales of the publication. A survey of the top 100 publicly listed companies for 2013 revealed that only one had indexed its annual report.

Information about indexing on the ANZSI website
The Committee provided Council with a number of suggested improvements to information about indexing on the ANZSI website. These changes were approved and will be made ahead of a reprint of the bookmark, which in future will include a QR code linked to the website.

John Simkin Medal
While promotion of the ANZSI Medal has to date been the responsibility of the Medal Committee, it has been agreed that it should be managed by the P&P Committee. The Committee's first involvement will be the promotion of the John Simkin Medal, to be awarded at the 2015 'Write Edit Index' conference.

Letterhead templates

A set of letterhead templates for use by the branches was created and made available on the website.

Logo for Accredited Indexers
A member suggested that Accredited Indexers receive recognition in the form of a logo that could be used in email signatures and on stationery. The Committee is currently working with Denise Sutherland to develop a logo design.

Board of Assessors
Chair: Sherrey Quinn
Members: Madeleine Davis, Tordis Flath, Jean Norman, Michael Wyatt. Frances Paterson and Tricia Waters resigned from the Board during the year.
The Board is supported by Shirley Campbell, Receiving Officer (Accreditation).

Applications for Accreditation
Four applications were received during 2013–14.
One application, that of Diane Lowther, was successful and three are in progress.
In accordance with normal practice, the successful applicant was acknowledged in the *ANZSI Newsletter* (vol 10, no 7, August 2014) and the Register of Accredited Indexers (maintained by the Receiving Officer Accreditation) was updated.
The application fee during 2013–14 was Aus$82.50 (inc. GST) or Aus$75 (NZ /residents only).

Accreditation policy/procedures and Register of Accredited Indexers
The Chair of the Board was invited to speak on the topic 'Evaluating Indexes for Accreditation: What the Assessors are Saying' at *From B to E: Beginning to Experience*, the ANZSI ACT/NSW Regional Conference held in Bowral NSW, 16–17 August 2014.
A report prepared by Mary Russell in May 2014 was presented to Council, and a response, invited by Council, is being prepared by the Chair of the Board of Assessors. Outcomes or activities resulting from these papers will be addressed in the 2014–15 annual report.

Web pages
The Accreditation web pages were re-written to reflect current policy and to include guidance for applicants, information about the assessment process, tips for achieving Accreditation and an updated list of references.

Branch Reports

ACT Region Branch
President: Shirley Campbell
Secretary: Shared by committee
Treasurer: Sherrey Quinn
Committee members: Edyth Binkowski, Barry Howarth, Denise Sutherland, Geraldine Triffitt

Committee meetings
The dates of committee meetings are set to precede council meetings where possible so that the committee is able to discuss items on the council meeting agenda.
Committee meetings were held on the following dates:
>   10 July 2013

24 September 2013
26 November 2013
21 January 2013
25 February 2014
9 May 2014
24 June 2014

Branch events

Working with Words 6 July 2013

This was attended by eight people including Judy Richter, a South Australian member visiting Canberra, and Sonja Barfoed from the National Gallery Research Library. Denise Sutherland introduced us to the complexities of writing crosswords, cryptics and other puzzles.

Annual General Meeting and Dinner 22 October 2013

This function was held on the twenty-first anniversary of the founding of the ACT Region Branch. Thirteen current members (including Geraldine Triffitt, the foundation President), two past members, and the ANZSI President attended. The ANZSI President, Glenda Browne, presented two awards: Honorary Life Membership to Edyth Binkowski of the ACT Region Branch and the Outstanding Achievement Award for 2013 to Peter Judge, Editor of the ANZSI Newsletter.

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.

Events after reporting period

The biennial regional conference co-hosted by the ACT Region Branch and the NSW Branch will be held at Bowral NSW on 16/17 August 2014. The conference title is 'From B to E: Beginning to Experience' and an exciting program has been developed. Over 20 participants have registered including an indexer from the USA.

The Annual General Meeting will be held on 21 October 2014.

2015 ANZSI/IPED Conference

The ACT Region Branch is hosting a national conference in Canberra together with the Canberra Society of Editors on behalf of ANZSI and IPEd on 6–9 May 2015. The conference titled 'Write Edit Index' will be held at the QT Hotel Canberra in New Acton. The conference website is available at http://writeeditindex.net.au/.

New South Wales Branch

President: Mary Coe
Secretary: Elisabeth Thomas
Treasurer: Anna Farncomb
Members: Glenda Browne, Madeleine Davis, Michael Wyatt.

Committee meetings

The committee met monthly via Skype. This method of communication ensured that meetings were accessible to committee members throughout NSW. The committee also used a Yahoo Discussion Groups email list and a DropBox site for electronic communication and digital archives.

Branch activities

The NSW Branch Annual General Meeting was held on 3 September 2013 at the Golden Cinnamon restaurant in Sydney. The branch committee was reshuffled, as many members of the 2012–13 committee stepped into new roles, including positions on ANZSI Council, and others retired from committee work. The branch thanked Lorraine Doyle, Helen Enright, Sue Flaxman, and Frances Paterson for their many years of service to ANZSI NSW, and Alan Walker for once again serving as Returning Officer.

NSW Branch members gathered on 17 November 2013 for a social lunch at Glenda Browne's home in Blaxland, NSW.

A regional conference, 'From B to E: Beginning to Experience", was planned in conjunction with the ACT Branch to be held on 16 and 17 August 2014 at Craigieburn in Bowral, NSW. The program included sessions on taxation, accreditation, succession planning, best practices in indexing, and an update on ANZSI Council activities. Many thanks to committee members from the NSW and ACT Branches who organised the venue and program for the conference. This joint regional conference has become an important event for the NSW Branch and will continue biannually. The 2014 conference attracted 25 bookings, including indexers from other regional areas in Australia and from overseas.

Training

An Intermediate/Practical Indexing Course, taught by Glenda Browne, enabled four students to work at home, indexing a short report over a period of four weeks from 4 November to 2 December 2013. The group had access to a YahooGroups mailing list to interact.
An Introductory Book Indexing Course was taught by Glenda Browne at the Sydney Mechanics School of Arts in Sydney on 18 & 19 July 2014. There were 11 participants.

Social networking and memberships

ANZSI NSW is a member of Sydney PEN. ANZSI NSW manages the ANZSI Facebook page and ANZSI Twitter account.

New Zealand Branch

President: Julie Daymond-King
Committee members: Julie Daymond-King, Tordis Flath, Jill Gallop, Robin Briggs, Daphne Lawless, Nelly Bess, Rae Foster, Judy Graham, Geoff Kelly.

Committee meetings: None were convened apart from the AGM. Some email voting on issues such as the recommended hourly rate took place.

Branch events: One social occasion was held in Helensville by the President.

Training: No courses were organised. No mentoring was undertaken. The library continued to be accessed by members.

Future events: To be discussed at the next AGM in October.

Committee or full Branch communications are undertaken by the President regularly as appropriate. Informal and business contacts between members are also made on a regular basis.

Queensland Branch

President: Moira Brown (until March 2014), Jane Douglas (April 2014–present)
Vice-President: vacant
Treasurer: Vicki Law (until March 2014), Franz Pinz (April 2014–present)
Secretary : Beryl Macdonald (until March 2014), Cate Seymour-Jones (April 2014–present)
Committee Members: Jan Rees, Jean Dartnall

Indexing training: Thirteen trainees enrolled for the Branch's first on-line indexing course with Mei Yen Chua. The course ran from 3 March – 30 October 2013, using Glenda Browne & Jon Jermey's *The Indexing Companion* and the *Workbook*.

General Meetings: Queensland branch have enjoyed four guests this year. Greg Parker aka The Puzzle Wizard in August 2013; Judy Fredriksen (ex-bank manager, now editor and actress) in September 2013; Susan Prior (editor, publisher and business motivator) in February 2014; and Dr Susan Turner (palaeontologist, science historian, indexer and editor) in March 2014.

Queensland Branch members and other industry colleagues, together with their spouses, came together and thoroughly enjoyed the Branch Christmas Lunch at the Norman Hotel in Brisbane on Saturday 30th November 2013.

Venue for General Meetings: Brisbane City Council (BCC) Ward Office, via Councillor Helen Abrahams, 2/63 Annerley Road (corner of Crown Street), Woolloongabba, Brisbane.

My heartfelt thanks to my Queensland Branch teams who have supported me over the last six years. Thanks also to the Queensland Branch members who have participated in the General Meetings and indexing training courses with Max McMaster, Jean Dartnall, Glenda Browne and Mei Yen Chua, either in person, via peer review or online.

With Moira's resignation in March, Jane Douglas stepped into the position of President of the Queensland Branch, with Franz Pinz and Vicki Law supporting her as Secretary and Treasurer respectively.

Vicki resigned in April. Fortunately, committee member Cate Seymour-Jones stepped up to take on the Secretary's role in addition to continuing to ably co-ordinate catering at our monthly meetings. We are very grateful to Cate for her help.

The Queensland Branch under the new executive is finding its feet with Moira's ongoing support, and anticipates continuing the great work of the branch into the next year and beyond.

Victorian Branch

Committee
President: Nikki Davis
Vice President: Karen Gillen
Secretary: Ray Price
Treasurer: Max McMaster
Members: Terri Mackenzie, Michael Ramsden

Committee meetings

Seven meetings were held: 1 July 2013, 15 August 2013, 16 October 2013, 4 December 2013, 5 February 2014, 20 March 2014, 6 May 2014.

Branch activities

July – The VIC – Indexing imagery in colonial newspapers
August – The VIC – Indexing numbers
September – The VIC – The business of indexing
November – The VIC – Newsletter indexing
December – The VIC – Christmas crossword
February – The VIC – Visit from Glenda Browne
March – The VIC – Uhl index at the Public Records Office of Victoria
March – Margaret Findlay Commemorative Lecture given by Lynette Silver
May – The VIC – Indexers get-together in Hobart
June – The VIC – Working with authors

Training

April 2014 – Advanced Indexing
Indexing 101 and Newsletter Indexing courses were planned but did not run due to insufficient numbers.

Future events

August 2014 – The VIC – Business aspects of indexing
September 2014 – The VIC – Assessing an Index

Vale

The Victorian Branch notes with sadness the death of John Simkin, a particularly significant contributor to the Society. His passing is noted in the Council section of this Report.