



Australian and New Zealand
Society of Indexers Inc.

ABN: 38 610 719 006

Annual Report

2015 – 2016

CONTENTS

President's introduction	1
2015–16 President's report	1
2015–16 Acknowledgements	1
Council report	3
Council membership	3
Officers of the Society	3
Group Convenors	3
Chairs of Committees	4
Meetings	4
Review of ANZSI policies.....	4
Membership report	5
Membership fees	5
Membership statistics.....	5
Accredited Indexers	6
Members Register and Member Directory	6
Indexers Available.....	7
Treasurer's report	9
Financial report for 1 July 2015 to 30 June 2016.....	9
Education Officer report to 30 June 2016	16
Accreditation Committee report	17
Applications for Accreditation	17
Appeals process	17
Preparation for Accreditation.....	17
Fee	17
Meetings.....	17
Future	17
Website report	18
Awards Committee report	19
International Committee of Representatives of Indexing Society (ICRIS) report	19
Newsletter report	20
Publications & Promotion report	20
Advertising.....	20
Facebook Page.....	20
Twitter	21

ANZSI Group Co-ordinator's report	22
Introduction	22
Regional Groups.....	22
Interest Groups.....	22
Aotearoa/New Zealand Indexers Group.....	22
Canberra Region Indexers.....	22
Melbourne Indexers	23
NSW Indexers	24
Indexers SA	24
Education Group.....	24
Conference Ideas Group	24

President's introduction

This is the ANZSI Annual Report for 2015–16; it will be presented at the Annual General Meeting in Sydney on 25th October 2016. The report has been compiled from contributions from Council members and officials to represent all of the work done by ANZSI. Thank you to Kerry Anderson for coordination and editing of the report, and to all the ANZSI officials whose contributions have been included below.

2015–16 President's report

ANZSI has been adjusting this year after an organisational restructure in 2014-15. The multi-location Council has continued, with representatives from several regional areas, and with a mix of new and ongoing Council members. Council meetings have been held by teleconference.

Several regional groups and interest groups have formed this year. Regional groups have held meetings and social events, worked on specific projects, and continued to maintain services that were previously offered by regional branches.

Due to the centralisation of funds after the restructure, Council has been able to work with a larger budget and invest funds for the future. Financial resources have been distributed to groups as needed.

The ANZSI newsletter continued to be published in an electronic format and moved to a bimonthly publication schedule. The redesigned ANZSI website, which was launched in April 2015, performed well. A website evaluation survey was distributed to members. Responses indicated that a majority of members like the website and are satisfied with its performance. Suggestions for improving the website were collected from survey responses and will be presented to Council to consider possible changes in the next year.

Policies and procedures for the John Simkin Medal competition were written and the competition opened in June. The judging panel has finished assessing nominated indexes, and the winner of the award will be announced at the Annual General Meeting in October.

2015–16 Acknowledgements

Thank you to the many hard-working members of the society, who have contributed so much time and effort to keeping ANZSI running and without whom the Society could not function.

Kerry Anderson (Secretary) has done an excellent job writing Council meeting minutes from teleconference recordings, updating Council documents after the restructure, and handling all of the other many and constant demands placed upon her. Michael Wyatt (Treasurer) contributed many hours handling financial transactions, investigating investment options for funds, writing budgets, considering membership payment options, and filling out the many forms required to open a new bank account for the society in New Zealand. His careful attention to detail and hard work have kept the society running smoothly. Daphne Lawless (Vice-President) took on the role of Group Coordinator, which provided an important link between Council and group convenors. The general council members (Shirley Campbell, Elisabeth Thomas, and Terri Anne Mackenzie) provided great support to Council with their active participation in meetings and willingness to take on specific tasks, despite also performing work for the society in other roles. Their commitment to the society is commendable.

Denise Sutherland was a huge contributor to the society this year. At times, she worked as Web Manager, Newsletter Editor, Email Coordinator and Publicity & Promotions Committee chair. Other notable contributors were Elisabeth Thomas (Newsletter Editor), Mei Yen Chua (Membership Secretary), Kate Jera (Web Manager and Email Coordinator); Vicki Law (Email Coordinator), Shirley Campbell (Accreditation Committee and John Simkin Medal Committee), Sherrey Quinn (Accreditation Committee).

Glenda Browne (Education Coordinator), Mary Russell (ICRIS representative) and Max McMaster (ICRIS representative).

Council report

Council membership

President	Glenda Browne (until October 2015); Mary Coe (until October 2016)
Vice-President	Lindy Allen (until October 2015); Daphne Lawless (until October 2016)
Secretary	Kerry Anderson (from October 2014 until October 2016)
Treasurer	Michael Wyatt
Committee members	Mary Coe (until October 2015); Shirley Campbell (from October 2015); Terri Mackenzie; Elisabeth Thomas

Officers of the Society

Editor of the Newsletter	Denise Sutherland (from October 2015) Elisabeth Thomas (from November 2015)
Education Coordinator	Glenda Browne
ICRIS representatives	Mary Russell (International coordinator); Max McMaster; Glenda Browne (ex officio)
Membership Secretary	Mary Coe (until June 2015) Mei Yen Chua (from July 2015)
Web Manager	Denise Sutherland (until July 2016); Kate Jera (from August 2016)
Group Convenor	Lindy Allen (until October 2015); Daphne Lawless (until October 2016)

Group Convenors

Aotearoa/New Zealand Indexers	Daphne Lawless
Canberra Region Indexers	Denise Sutherland
Indexers SA	Jane Oliver
Melbourne Indexers	Mary Russell
NSW Indexers	Glenda Browne
Conference Ideas Group	Terri Mackenzie
Education Interest Group	Glenda Browne

Chairs of Committees

Accreditation	Sherrey Quinn
Awards	Shirley Campbell
Promotions and Publicity	Denise Sutherland

Meetings

The ANZSI AGM was held on 20th October 2015 via Redback teleconference system. Council met every four to six weeks using the Redback teleconferencing system.

Review of ANZSI policies

Council has continued its regular review of ANZSI policies. See the website for the most recent edition of all policies and position descriptions (<http://www.anzsi.org/member-area/official-documents/>).

Membership report

Membership fees

The Society used 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.

Table 1. Subscription Fee Structure, July 2015–June 2016

	Individual Membership	Institutional Membership
Australian members <ul style="list-style-type: none"> • Online payments • Cheque/money order 	A\$88 (includes \$8 GST)	A\$110 (includes \$10 GST)
New Zealand members <ul style="list-style-type: none"> • Online payments 	A\$70.00	A\$90.00
New Zealand members <ul style="list-style-type: none"> • Cheque/money order • EFT payments 	NZ\$80.00	NZ\$100.00

Membership statistics

Total membership

At 30 June 2016, ANZSI had a total of 130 members. This is a drop from 174 the previous year. The figures are broken down in the table below. With the dissolution of state branches, all members are categorised according to states they live in and type of membership they have.

Table 2. ANZSI Membership at 30 June 2016

Branch	Life Memberships	Corporate Memberships	Personal Memberships	Total Membership
ACT Region	1	2	23	26
NSW	2	0	28	30
NT	0	0	1	1
NZ	0	0	12	12
QLD	0	0	14	14
SA	0	0	6	6
TAS	0	0	5	5
VIC	2	1	28	31
WA	0	0	3	3
Overseas	0	0	2	2
TOTALS	5	3	122	130

Comparison of 2016 and 2015 statistics

The table below compares the total membership figures at 30 June 2015 with those at 30 June 2016.

Table 3. Membership figures at 30 June 2015 compared to 30 June 2016. The 'No affiliation' consists of states of NT, SA, TAS, WA and overseas, see above for the breakdown of each non-affiliated state. There were no gains in membership during the 2015 to 2016 period, but a loss of 44 members.

Table 3. Comparing membership figures 2015 and 2016

Branch	Members at 30 June 2015	Members at 30 June 2016	Net Gains	Net Losses
ACT Region	32	26	0	6
NSW	33	30	0	3
NZ	22	12		10
QLD	21	14	0	7
VIC	47	31	0	16
No affiliation	19	17	0	2
TOTALS	174	130	0	44

Accredited Indexers

Accredited indexers may only claim this status as long as they are financial members of ANZSI. At 30 June 2016 there were 22 accredited indexers in ANZSI.

Members Register and Member Directory

ANZSI collects and manages information about its members in accordance with the requirements of the *Associations Incorporation Reform Act 2012* (Vic) (AIR Act) as 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

Advertising fee

Members were charged an annual fee for a listing in *Indexers Available* that covered the financial year (i.e. 1 July–30 June) and was due for payment on 1 July 2016. A three-month period of grace to pay the fee was extended to members listed on the *Indexers Available* register. After this time, if payment was not received, a member's entry was deleted from the register.

Table 4. *Indexers Available* Annual Advertising Fees, July 2015 – June 2016

Australian members	<ul style="list-style-type: none"> • Online payments • Cheque/money order 	A\$38.50 (includes \$3.50 GST)
New Zealand members	<ul style="list-style-type: none"> • Online payments 	A\$35.00
	<ul style="list-style-type: none"> • Cheque/money order • EFT payments 	NZ\$35.00

Indexers Available statistics

At 30 June 2016, there were 50 members with an *Indexers Available* listing. This figure is broken down in the table below according to states and type of membership.

Table 5. Members listed on *Indexers Available* at 30 June 2016

STATE/COUNTRY	Total <i>Indexers Available</i> subscribers at 30 June 2016
ACT	6
NSW	18
NZ	7
QLD	3
SA	2
TAS	2
VIC	10
WA	2
TOTALS	50

Treasurer's report

FINANCIAL REPORT for 1 July 2015 to 30 June 2016

CASH INFLOWS

Jul 2014 – Jun 2015	ITEM	Jul 2015 – Jun 2016
8,091.93	Membership (Inc NZ)	10,590.00
3,007.94	Training	563.64
313.64	Accreditation fees	150.00
165.22	Bank and investment interests	399.80
50.00	Publications/Newsletter	2,431.82
66.21	Online service fees from branches	0
1,034.78	GST	1,123.22
502.93	NZ Conference	0
0	Grants from Council	241.50
522.17	Branch online collection	0
0	Write Index Conference	8,104.50
556.57	Sundries	0
1,077.30	Indexers Available	1,781.73
\$5,388.69	TOTAL	\$25,386.21
17,574.53	Transfers from other accounts	90,078.26

CASH OUTFLOWS

Jul 2014 – Jun 2015	ITEM	Jul 2015 – Jun 2016
165.29	ANZSI Newsletter	0
522.17	Branch online collection	0
863.98	Travel	0
1,880.36	Web Redevelopment Project/hosting/transactions	2,931.34
2,163.18	Administration/Auditor /Public Liability Insurance	2,340.44
762.65	Bank charges/merchant charges	1,076.97
0	Subscriptions	64.35
890.01	Printing, Postage & Stationery/Library	866.86
809.86	GST Paid/ATO	1,068.49
0	Rent	196.82
71.64	Promotion & Publicity	114.10
0	Meeting Costs	22.73
0	Teleconferencing	1,072.87
0	Training	3,064.87
-146.00	Tax office payments	225.00
282.57	Sundries – Telephone, License Fees etc	244.76
0	Grants to Branches	241.50
1,127.27	Conference Costs/ICRIS	2,818.73
0	Prior year adjustment	696.51
\$9,392.98	TOTAL	\$17,046.34
17,264.29	Transfers to other accounts	10,919.91

NET CASH FLOW for the period \$87,498.20

ASSETS

30 Jun 2015	ASSET	30 Jun 2016
11,594.56	Westpac Cheque account	109,302.14
290.10	Westpac Community Solutions Account/Credit Card/Paypal	-225.88
10,128.91	Term Deposit - Westpac	0
0	Cash at Bank (New Zealand Accounts)	435.53
\$22,013.57	Total	\$109,511.79

Michael Wyatt
ANZSI Treasurer

Australian and New Zealand Society of Indexers Inc.

PO Box 43 Lawson NSW 2783

website: <http://www.anzsi.org>

ABN 38 610 719 006

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENT FOR THE PERIOD ENDED
30 JUNE 2016**

1. BASIS OF ACCOUNTS PREPARATION

The financial statements of Australian and New Zealand Society of Indexers have been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the applicable disclosure requirements of the Association's Incorporation Act. The accounts have also been prepared in the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

a) Plant and Equipment

Plant and Equipment is included at historical cost and has been expensed through the income and expenditure statement. Depreciation has not been calculated, as the accounts have been prepared using Cash Basis of Accounting and not the Accrual method of Accounting.

b) Balance Date

The current accounts for the 12 month period ended 30 June 2016.

c) Income Tax

The Association is exempt from the tax under the Income Tax Assessment Act. An income tax liability would only be expected to arise in the future if the Association operated outside the guidelines acceptable to the Commissioner of Taxation or where the organization changes its not for profit status.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN AND NEW ZEALAND SOCIETY OF INDEXERS

Scope

I certify that I have audited the attached financial statements of Australian and New Zealand Society of Indexers for the period ended 30 June 2016, consisting Statement of Net Cash Flow, statement of financial position and notes to and forming part of the financial accounts.

The Association's Committee of Management is responsible for the financial statements and has determined that the accounting policies used are appropriate to meet the requirements of the Members. I have conducted an independent audit of these financial statements in order to express an opinion to the members of the centre.

The financial report has been prepared for the distribution to members for the purpose of fulfilling the Committee's financial reporting requirements under its constitution. I disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than a member, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material mis-statement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures on the financial statements. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements, are presently fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements, so as to present a view which is consistent without understanding of the Association's financial position and the results of its operations.

Audit opinion

The audit opinion expressed has been formed on the above basis.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
AUSTRALIAN AND NEW ZEALAND SOCIETY OF INDEXERS**

In my opinion, the financial statements of Australian and New Zealand Society of Indexers are drawn up:

- a) so as to give a true and fair view of the state of affairs of the Association as at 30 June 2016 and of the results of its operations for the period ended 30 June 2016.
- b) in accordance with applicable Accounting Standards; and
- c) in accordance with the provisions of the Association Incorporation Act.



Signature of Auditor

11 Nov October 2016
Date

Name of Auditor: **Karla Lee Eldridge**
Professional Membership: **B.Bus MIPA 216588**
Firm: **KARLA ELDRIDGE AND ASSOCIATES PTY LTD**
Address: **4/458 Middleborough Road Blackburn Vic 3130**
Phone: **(03) 9898 3800**

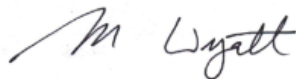
**STATEMENT BY THE COMMITTEE OF AUSTRALIAN AND
NEW ZEALAND SOCIETY OF INDEXERS**

In the opinion of the members of the committee:

- a) the accompanying profit and loss statement is drawn up so as to give a true and fair view of the result of the Association for the year ended 30 June 2016;
- b) the accompanying Statement of Assets is drawn up so as to give a true and fair view of the state of affairs of the Association as at 30 June 2016; and
- c) at the date of this statement there are reasonable grounds to believe that the Association will be able to pay its debt as and when they fall due.

The accounts of the Association have been made out in accordance with applicable Accounting Standards.

Signed in accordance with a Resolution of the Committee.



Treasurer

Education Officer Report to 30 June 2016

I had discussions with Denise Sutherland, as convenor of the Canberra Indexers, about a possible course in Canberra, as she had received a number of expressions of interest.

After accepting the role of ANZSI Education Officer I wrote a piece for the January/February 2016 *ANZSI newsletter* describing the roles of the position, and asking for people to contact me if:

- They or their group would like to run a course on behalf of Council
- They would like to suggest a topic for a course
- They would like to offer their services as a trainer for a course.

I received one reply from Sherrey Quinn expressing interest in training. She, Michael Wyatt and I have had preliminary discussions about a possible intermediate level course specifically designed to address problems seen in applications for accreditation.

We are considering offering a course or courses in conjunction with a proposed ANZSI seminar to be held in 2017.

When we run courses we will ask the Publicity & Promotion committee if they have any ideas for advertising and/or if they can help with advertising.

Over the last few years I have received requests for information about courses throughout the year. Since the restructure numbers have been down, and by 30 June 2016 I only had one expression of interest from NSW (in addition to the people who had contacted the Canberra Indexers).

Frances Lennie passed through Sydney on 2 April 2016 and NSW indexers had a meeting with her at which we learned about features of the new version of Cindex. Michael Wyatt provided an update on SKY Index developments. The Melbourne Indexers have incorporated professional development into their regular get-togethers, including sessions on the *ANZSI Newsletter* index.

I invited expressions of interest for the position of convenor of the Education Interest Group to keep this position independent of the Education Officer. I received no responses, so will keep the two roles for now. There is not much activity on the mailing list and there is currently no group activity beyond the mailing list.

Glenda Browne

ANZSI Education Officer

13 September 2016

Accreditation Committee report

Members: Sherrey Quinn (Chair); Madeleine Davis; Tordis Flath; Jean Norman; Michael Wyatt and Shirley Campbell – Receiving Officer (Accreditation).

Applications for Accreditation

Three applications were assessed during 2015–16; none was successful. One of the unsuccessful applicants appealed the decision; the appeal had not been finalised by 30 June 2016.

Appeals process

The appeals process is not documented in the Accreditation Policy so the appeals procedure was discussed and agreed among the President, Chair and Receiving Officer. The appeal process involved an independent, anonymous blind assessment against the Accreditation criteria by a qualified person not involved in, nor aware of, the earlier assessments. Appeal procedures are currently being documented for review by Council, and inclusion in the Accreditation Policy once accepted by Council.

Preparation for Accreditation

Feedback on a report received by an unsuccessful applicant as well as committee member concern about applicant lack of readiness for accreditation (as exhibited in some submitted indexes) led to discussion by the committee on the possible benefits of a preparation workshop for Accreditation. In addition, the committee discussed the compilation of helpful material for applicants, and ways of drawing members' attention to the 'Resources' section of the website. A 'practical tips' column in the Newsletter is a related initiative.

Fee

Due to increased postage costs Council approved an increase in the Accreditation application fee. The new fee to take effect from 1 July 2016 is A\$90 and NZ\$90.

Meetings

The committee conducted its main business by email and telephone during 2015–16. The Chair and Receiving Officer met from time to time, and all members of the committee carried on discussion of important business by email.

Future

Appeal procedure formal documentation will be completed. The content and format of a proposed Accreditation preparation workshop will be developed. This will complement and reinforce the training delivered by the ANZSI trainers, not replace it.

Report prepared by

Sherrey Quinn Chair, Accreditation Committee, and

Shirley Campbell, Receiving Officer – Accreditation 3 October 2016

Website report

On August 1st 2016 Denise Sutherland retired as ANZSI Communications Officer and ANZSI Webmaster, with Kate Jera taking on responsibility for the role. Denise kindly assisted with introductory training and wrote a comprehensive Webmaster's Guide to the site for reference by all future webmasters.

A website survey was offered to all ANZSI Members to gather useful feedback on website design, resources, specific service sections, e.g. Indexers Available, and we have received many useful improvement suggestions that are under consideration for future website redesign and development.

The WordPress site has continued to work well over this past year, albeit with some slow loading times that will be addressed over the coming months once redevelopment considerations are prioritised.

The Indexers Available section has worked effectively for many, allowing indexers to gain quote requests and work through the service. Taking on board the valuable feedback from the website survey, the Indexers Available section will be undergoing some suggested upgrades over the coming months to improve the service further.

An A–Z index is planned to improve site search functionality and will be also implemented once redevelopment considerations have been prioritised.

Online renewals and membership signups have worked smoothly using WooCommerce and the eWay payment gateway. MailChimp and Mandrill (used to send newsletters and emails generated by the site) became subscription services early in 2016. We have had to pay a monthly fee to use these services. The Webmaster is currently investigating alternative service options for newsletter management to compare pricing, reporting, general functionality and email design template improvements.

Over the course of the year, a site map was added to help with navigation. All back issues of the newsletter have been scanned by Victorian members, and added (as individual PDFs) to the website. This involved a lot of work from all parties, which will enable the eventual linked indexing of all issues.

The ANZSI website is hosted by DreamHost whose services provide advanced secure hosting. The site runs several security plugins to protect against attacks from hackers and these have proven to be effective. Monitoring of site security requires constant vigilance, as websites with member log-ins are often targeted by hackers and ensuring the safety and privacy of Member data is crucial.

Awards Committee report

As a result of the problems experienced with the 2015 John Simkin Medal Award, Council decided to offer the Award again in 2016 rather than wait until 2017 for the next round.

The Society had no formal record of Award criteria and procedures so Council requested Sherrey Quinn and Shirley Campbell to draft suitable criteria and procedures. Sherrey and Shirley were selected because of their experience with Accreditation processes and Sherrey's 2015 review of the index evaluation literature and award criteria used by sister indexing societies. The new criteria and procedures were accepted by Council at its meeting on 31 May 2016. It is anticipated that they will be reviewed and refined, if necessary, after the judging process later in 2016.

The Awards Committee for 2016 comprised Shirley Campbell, and a judging panel whose members were Tracy Harwood (Panel Chairperson), Alan Walker and Jean Norman.

Applications for the Medal were publicised widely and nominations closed on 29 July 2016.

Nine applications have been received. The results will be announced at the Annual General Meeting on 25 October 2016.

Shirley Campbell, Chair, Awards Committee

International Committee of Representatives of Indexing Society (ICRIS) report

The 2015 Triennial meeting of ICRIS was hosted by ANZSI and held at the Society of Indexers Conference in York in September. The International Agreement was reviewed and later ratified by all Societies. Mary Russell was appointed International Coordinator for a further three years. The next triennial meeting will be hosted by the China Society of Indexers in 2018.

At the meeting it was agreed to ask the Association of Freelance Editors, Proofreaders and Indexers (AFEPI) Ireland if they would be interested to join ICRIS. Their membership agreed unanimously. Members of ICRIS have taken this request to their Society Council/Board to discuss the request to join with a decision expected by September 2016.

An informal meeting of ICRIS was held at the combined American and Canadian Indexing Conference in Chicago in June 2016.

Newsletter report

The *ANZSI Newsletter* underwent a number of production changes across the 2015-2016 year. Editor since January 2015, Denise Sutherland, who was also web manager, handed the reins to Elisabeth Thomas from the November 2015 issue.

Over the last few years, there have been a number of editors of the Newsletter, but the workload has often proved difficult to manage when juggling other roles and a 'day job'. At times the ability of members to contribute content was affected for similar reasons.

The decision was made in mid-late 2015 to change the frequency of the Newsletter from 11 issues per year to bimonthly / 6 issues per year. So following November and December issues at the end of 2015, new bimonthly issues have been distributed early February, April and June 2016.

The changed time frames have suited production better, especially with a rise in member contributions, resulting in 'bumper' issues. Written feedback from local and international readers has also been positive. The click rate on the distribution email for the last three issues has averaged 72%. The newsletter was also regularly sent to nine 'reciprocal societies', such as editors' societies and overseas indexing societies: around half of these recipients read the email.

The editor liaises with the web manager and communications officer to form the ANZSI communications team.

The Editors and Council particularly thank all those who have written regular and irregular items for the 'revamped' ANZSI Newsletter. All members are encouraged to submit news and articles to share with colleagues around the country.

Editor of the Newsletter: Denise Sutherland to October 2015; Elisabeth Thomas from November 2015

Publications & Promotion report

Advertising

The John Simkin Medal was the main ANZSI event that we promoted this past year. The medal application was promoted on Twitter, in a paid promoted post on Facebook, and in an online paid ad in Thorpe-Bowker's *Books+Publishing* weekly newsletter.

We also promoted the website survey to members on Twitter and Facebook, but did this without spending any money.

Facebook page

Admins: Glenda Browne, Denise Sutherland

Over the past year, we've gained 26 people liking our Page (from 116 to 142).

We put up 52 posts over the year. Posts are generally about indexing / library / book / information technology topics, promoting online training (e.g. ASI webinars), and ANZSI specific topics.

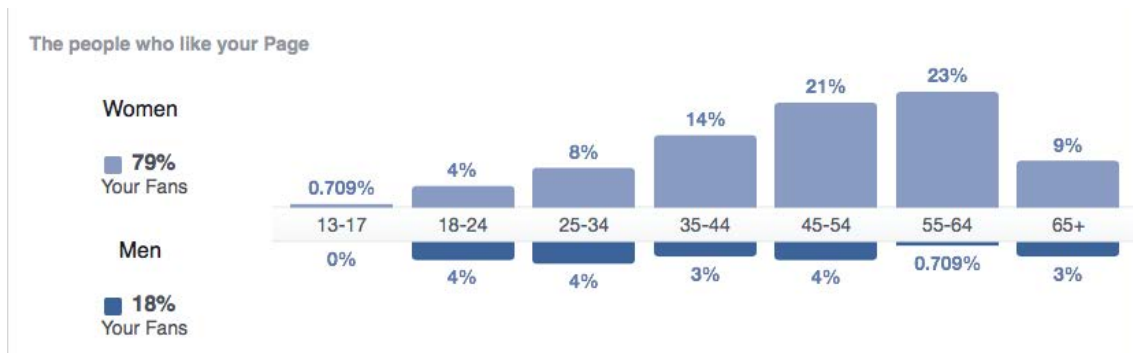
We did one boosted post, for the John Simkin Medal, for \$50 in July 2016. This gathered a reach of 2.8K views, 84 engagements with the post, and 11 clicks through to the ANZSI site.

Regular posts are usually seen by 20–100 people. We don't have a lot of post engagement yet (comments, sharing, liking etc).

Our Facebook fans come from the following countries:

Australia	68
United States	25
New Zealand	12
Malaysia	9
Canada	8
United Kingdom	7
South Africa	3
Italy	2
Germany	1

Some statistics on the people who like our Page:



Our main Facebook audience is women in the 45–64 age range; this group comprises 44% of our readers.

Twitter

Admins: Denise Sutherland, Elisabeth Thomas

We have 167 followers at the moment. Over the year we've put out 32 tweets (an increase over <10 per annum in most previous years, apart from during the Write | Edit | Index conference).

In this account, we often retweet (RT) tweets from international societies and other indexers (e.g. Potomac Indexing, ASI, The Indexer, etc). We promote ANZSI events, RT indexing tweets which may be of interest to our followers. We don't currently get a lot of engagement with our tweets.

In the last year, our tweets have received 6,400 impressions¹

Denise Sutherland (chair) and Jane Douglas, 3 October 2016

¹ From Twitter: When we say "impression", we mean that a tweet has been delivered to the Twitter stream of a particular account. Not everyone who receives a tweet will read it, so you should consider this a measure of potential impressions.

ANZSI Group Co-ordinator's report

Introduction

The past calendar year marked the first full year of operation of ANZSI's new structure, featuring the abolition of the old branch system and the introduction of the new system of regional and interest groups. The current full line-up of ANZSI groups is as follows.

Regional Groups

- Aotearoa/New Zealand Indexers Group
- Canberra Region Indexers
- Melbourne Indexers
- NSW Group
- Indexers South Australia

A report in the April 2016 edition of the newsletter suggested that indexers in Tasmania were also meeting. However, no Tasmanian group has sought formal registration.

Interest Groups

- Education Group
- Conference Ideas Group

Aotearoa/New Zealand Indexers Group

Convenor: Daphne Lawless

Our group's membership, as represented by our mailing list, remains at 14. The most important development of the last calendar year was the establishment of an ANZSI bank account denominated in New Zealand dollars, to which NZ-based ANZSI members can pay their membership fees and Indexers Available subscriptions without worrying about exchange rates or credit cards. The project of updating the NZ Freelancer's Directory is ongoing.

Canberra Region Indexers

Convenor: Denise Sutherland

Canberra Region Indexers group has 18 members. Since we formed last year, we have met six times, roughly every two months. Two were Sunday events, to accommodate members who work 9–5, and the rest were on Tuesdays.

We went on a behind-the-scenes tour of the National Library, but mostly we simply got together for informal chats about indexing and our businesses over coffee at various locations. We've had good attendance at these events, with an average of seven members attending each time, including members who haven't been very involved in the Society previously.

In August this year we organised a group book order of ASI titles from Information Today, which was very successful. As a group, we were able to get a better discount (30%, instead of the 20% ASI Member discount), and saved on shipping costs, as we were able to split costs. Six members took advantage of this opportunity to update their indexing libraries, with 16 books ordered in all.

Melbourne Indexers

Convenor: Mary Russell

The Melbourne Indexers were established in June 2015. Ten events were held during 2015/16 with a variety of events and talks.

July - From rags to riches and back again – indexing audio tours

October - Corporate bodies – indexing their names; From rags to riches and back again the walk around St Kilda

November - Studying indexing at University of Berkeley, California, student and tutor perspectives

December - Indexing surprise packages. When the index surprises you in some way.

February - Indexing the ANZSI newsletters. How to progress this project

March - Filing issues for subheadings

April - Accessing archived journal content using a hyperlinked index

May - Visit and tour of the Ballarat Mechanics Institute Library; Demonstration of IndexConvert program

Melbourne Indexers Bulletin is published 11 times a year available at <https://www.anzsi.org/about-us/groups/melbourne-indexers/>

The library belonging to Victorian Branch was transferred to Melbourne Indexers and members are using it and appreciating it.

ANZSI Newsletter index project

The Melbourne Indexers has taken on *ANZSI Newsletter* index project. At the February meeting it was agreed to focus on the first 20 years 1973–1992. With the help of several volunteers these years have been indexed and the merged years are now being edited. The next stage will be to convert the page entries into hyperlinks to the appropriate article and place the index on the website. With this in mind the complete scans of the individual issues of the Newsletter have been added to the website.

ANZSI Victorian Branch final AGM

On Saturday 8 August, Melbourne Indexers members and friends gathered at The Langham for the 2014/2015 Victorian Branch AGM, followed by an elegant High Tea to celebrate the Branch's achievements between 1991 and 2015. We were delighted to be joined by a number of committee members from previous years, including inaugural Treasurer Joyce Gillespie.

NSW Indexers

Convenor: Glenda Browne

The ANZSI NSW Indexers regional group was initiated at the last AGM of the NSW Branch. It currently has 11 members, and the convenor is Glenda Browne. We share information and make group decisions about events using a Google Groups mailing list. We have had two events in the last financial year, and have started planning another for 11 September 2016.

On 7 December 2015 eight ANZSI members and two guests (Irma Birchall and Oran Thomas) met in a private area at the Madison Hotel, Sydney, for an informal dinner and discussions.

On 2 April 2016 twelve ANZSI members and two guests (Suzanne Hodges and Kieran Hutton) met at the Sydney Mechanics School of Arts. Frances Lennie from the United States provided an update on Cindex software. We experimented with an agenda that invited contributions from all attendees first about interesting news or projects, and then about technical issues or solutions. This was followed by a discussion on Council issues and ideas. We continued to talk and eat at the Arthouse Hotel just across the road.

Indexers SA

Convenor: Jane Oliver

Indexers SA held four meetings during June 2015 - June 2016, attendance varying between 4 and 5 members. Topics discussed included current indexing projects of members, ways to increase membership, marketing to historical societies, and Indexers SA representation on the ANZSI website.

Education Group

Convenor: Glenda Browne

ANZSI Education group has seven members who communicate through a Google Groups mailing list started on 22 July 2015.

The Google Group is a repository for useful documents, including:

- a list of things to think about when planning a course, and packing for a course
- course information from the website with some additional text regarding food requirements

Group discussions are intermittent, and have included news from the SI conference, and discussions on training in Canberra and training for accreditation. No events have been planned as yet.

Conference Ideas Group

No report.

Daphne Lawless
Group Convenor
3/10/2016

End of ANZSI Annual Report for 2015-2016