



Australian and New Zealand
Society of Indexers Inc.

ABN: 38 610 719 006

Annual Report
2017 – 2018

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President's introduction

Madeleine Davis, President

This is the President's Annual Report for 2017–18. It will be presented at the Annual General Meeting held by teleconference on 30 October 2018. The report has been compiled with contributions from Council members and officials to represent all of the work done by ANZSI. Thank you to Sherrey Quinn for coordination and editing of the report, and to all the ANZSI officials and members whose contributions have been included.

2017–18 President's report

National Indexing Day

A major achievement for ANZSI in the past year was the National Indexing Day (NID) promotion. Celebrated on 29 March 2018, in line with the Society of Indexers' and Indexing Society of Canada / Société canadienne d'indexation events, NID involved coordination by Council and a great deal of work by a few volunteers. Promotion of the event included a Twitter campaign (using the international #indexday hashtag and specific local tags); Facebook posts; press releases posted to editor's and librarians' e-lists; paid advertisements in appropriate magazines and newsletters; and activities and photos organised by local ANZSI groups in the states and New Zealand. The Aotearoa/New Zealand Indexers Group produced an updated version of its Freelance Indexers directory (distributed to NZ publishers) to mark National Indexing Day.

These activities and procedures are being documented for use in future National Indexing Days and other ANZSI promotions.

In addition, I was interviewed about the indexing profession on national radio (Australian Broadcasting Corporation), and Denise Sutherland, was interviewed on a writers' blog. Mary Coe and I also gave a joint online presentation to students at the School of Information Studies, Charles Sturt University, with discussion covering the different types of indexing, both back-of-book and online, metadata, resources available and career paths in our profession. It's been clear from correspondence to Council since the NID that it raised the profile of indexers among editors', writers' and librarians' groups. Council will discuss repeating the exercise in 2019, building on our experience and successful promotion this year.

A big thank you to Sherrey Quinn and Denene Cavanagh (Publicity Coordinator), the NZ and State Coordinators and their members for their contributions.

Index to AusSI/ANZSI Newsletter

A significant achievement this year was the completion and publication of the index to the first 20 years of the Australian Society of Indexers/Australian and New Zealand Society of Indexers *Newsletter* (1973–1992). This project was carried out by the Melbourne Indexers group of ANZSI,

coordinated by Mary Russell. It was a volunteer project of some magnitude and complexity which now gives us systematic subject and name access to the early issues of the newsletter on the ANZSI website.

The index to the next 20 years is well on the way. Mary Russell has reported that there are now eight indexers engaged in indexing issues post-1992: four from Canada, three from the United States and one from Australia.

Presentations to IPed conference

The Institute of Professional Editors (IPed) biennial conference in Brisbane in September 2017 included a panel session on 'The value of indexes and indexers'. Tracy Harwood, Denise Sutherland and Sherrey Quinn presented on difference aspects of the topic to an audience of editors. In addition, Sherrey Quinn, representing ANZSI, participated in a plenary panel session on the issues facing the writing and publishing industry. Other panel members included representatives of writers, editors and media associations.

John Simkin Medal 2018

The biennial John Simkin Medal awards for excellence in indexing were offered again in 2018. The call for nominations for the John Simkin Medal 2018 was emailed to ANZSI members, circulated in the Newsletter and also promoted using the list of publishers, editors and other organisations gathered for the promotion of the National Indexing Day. Nominations for the John Simkin Award closed on 29 June. Shirley Campbell, Receiving Officer, has reported that she has received a pleasing number of nominations and judging is proceeding with results to be announced at the AGM.

Website

The Council schedule of meetings each year is now available in the Members Area on the website.

The former ANZSI commerce system was de-commissioned in June 2018 and from July 2018, ANZSI will use a new dedicated transaction site for all its renewals, subscriptions, and Indexers Available applications. The site will also be used to handle subscriptions to courses and the distribution of electronic publications. The purpose of this was to disentangle our money-handling operations from the other functions of the ANZSI website and so simplify the jobs of the Treasurer, Membership Secretary and Webmaster.

Membership

ANZSI membership starts 1 July annually. Membership and Indexers Available listing fees have remained the same as last year. Council was pleased to see a flurry of membership renewals following the email notices to members in June and July. Membership numbers have increased this year and at 30 June 2018, ANZSI had a total of 89 members.

Accreditation

In March 2018 Council approved a major review of the Accreditation Policy of 2015. No changes were made to the Criteria for Accreditation other than very minor re-wording for clarification, as it is important that the criteria remain constant over time. Some editorial changes were also made to the main body of the policy for clarity. These do not materially alter Accreditation requirements or

processes. The main amendments relate to types of documents eligible for assessment, procedures for regaining Accredited status, and inclusion of an appeals process.

Regaining Accredited status

Since the amendments to these procedures, one ANZSI member has successfully regained Accreditation status that she had first obtained under the former Registration scheme but which had lapsed during a period of non-membership.

Revision of the Commonwealth Style Manual

The last version of the 'Commonwealth Style Manual' was the *Style manual for authors, editors and printers* 6th edition, published in 2002. The Digital Transformation Agency (DTA) now has responsibility for its long-overdue update.

A stakeholder information session (held in Canberra and by teleconference) was presented by DTA on 20 February 2018. Stakeholders present included representatives of government agencies, the publishing industry, graphic design companies, editor/writing companies, freelance editors and indexers. ANZSI was represented by the Secretary, Sherrey Quinn.

The Indexer

Goodbye to Maureen MacGlashan and Hello to Mary Coe

ANZSI acknowledges the wonderful contribution made by Maureen MacGlashan in editing *The Indexer* since October 2004. During this time, she was also instrumental in the development of online access to *The Indexer* and the website was established in 2005. ANZSI is proud to welcome ANZSI member and former president Mary Coe who has succeeded Maureen as Editor in 2018.

New publishing arrangement for *The Indexer*

In July 2018 the Society of Indexers (SI) announced that after a long process of discussion and negotiation with several publishers it has now signed a contract with Liverpool University Press (LUP) to publish *The Indexer* from the March 2019 issue. LUP is one of the UK's smaller university presses, but the third oldest, and has received a number of awards for its innovative and agile approach to publishing.

Council

Administrative support

ANZSI is a small organisation run by volunteers. Discussion of streamlining of administration and assistance to the volunteer office-bearers began in 2017. This has been achieved in 2018 by the employment of an administrative officer and a bookkeeper.

Administrative Officer

Council approved a formal position description for an administrative assistant role for ANZSI early in the year.

Tanya Edbrooke, an ANZSI member based in Ipswich, was the successful applicant for the Administrative Officer position and began work in May 2018. Tanya brings a wealth of administrative experience to the role, and she is also a trained indexer.

Bookkeeper

In April, Council engaged Karen Taylor of Taylored Bookkeeping Services to assist the Treasurer with bookkeeping, financial recordkeeping and reporting.

Treasurer

Council endorsed minor updates to the Treasurer's position description (to include reference to commitments related to support for officer-bearers incurring expenses when on ANZSI business). Paying bills with countersigning confirmation is now also undertaken online through the banking system.

Complaints to ANZSI

Council received two complaints about the indexing standard of an ANZSI member who was listed on the ANZSI Indexers Available directory although not as an Accredited member. Following Council procedures, a formal discussion with the member was held to address the standard of the indexing work completed and aspects of liaison with the clients. A strong recommendation was made that further professional development should be undertaken as a matter of importance.

This has raised an issue about the need to promote the ANZSI Accreditation scheme more widely among the publishing profession and within our own membership, to ensure that any indexing services offered by our members are of a uniformly high standard. To this end, Council will review its criteria for advertising in its online directory, *Indexers Available*, and the information to be provided in the listings.

Generally

Web Manager and Communications Officer, Jon Jerney, tendered his resignation to be effective from 30 June 2018. Rather than continuing to combine these roles, it was decided to invite applications for each of these positions individually.

The ANZSI newsletter is published six times per year. The *Newsletter*, the website (www.anzsi.org) and mass emails to members are the main vehicles for communication from Council and among ANZSI membership.

Local ANZSI groups in Canberra (ACT region), NSW, South Australia, Melbourne (Victoria) and Aotearoa/New Zealand organise a range of activities, networking and professional development opportunities for members. Individual reports can be found later in this report.

Council continues to review policies and procedures as necessary.

Face-to-face training is planned for 2019, after NID 2019 publicity. ANZSI members have participated in conferences and webinars presented by sister indexing societies or by editors' societies.

Future activities and priorities for ANZSI Council include promotion of indexing and indexers as opportunities arise; National Indexing Day 2019; promoting membership of ANZSI; systematic

organisation of our digital archives; strategic directions and partnerships for ANZSI; services for members and promotion of the Accredited Indexer scheme.

2017–18 acknowledgements

Thank you to all the Council members and officers this year for their contribution to Council meetings and in various other ANZSI roles: Terri Anne Mackenzie as Vice-President; Sherrey Quinn as Secretary, Council members: Shirley Campbell, Elisabeth Thomas, Denene Cavanagh, Juliet Richters and especially to Michael Wyatt for continuing as Treasurer under difficult circumstances. Thank you also to Elisabeth Thomas as Newsletter Editor, Shirley Campbell as Receiving Officer for the Accreditation Committee and the John Simkin Medal, Mei Yen Chua as Membership Secretary, Jon Jerney as Website Manager and Communications Officer, and Glenda Browne as Education Officer.

Council report

Sherrey Quinn, Secretary

Council membership

| | |
|-----------------|---|
| President | Mary Coe to 24 October 2017; Madeleine Davis from 24 October 2017 |
| Vice-President | Terri Mackenzie |
| Secretary | Sherrey Quinn |
| Treasurer | Michael Wyatt |
| Council members | Shirley Campbell, Elisabeth Thomas, Denene Cavanagh, Juliet Richters |

Officers of the Society

| | |
|---------------------------------------|--|
| Editor of the <i>ANZSI Newsletter</i> | Elisabeth Thomas |
| Education Coordinator | Glenda Browne |
| ICRIS representatives | <p>The ANZSI President is ex-officio an ANZSI ICRIS representative.</p> <p>There was no ANZSI representative at ICRIS informal meetings in 2017–18.</p> <p>Mary Russell is the ANZSI ICRIS Liaison.</p> <p>Max McMaster is an ANZSI corresponding representative on the ICRIS email list.</p> <p>Mary Russell is the ICRIS International Coordinator (an ICRIS appointment).</p> |
| Membership Secretary | Mei Yen Chua |
| Web Manager | Jon Jermey |
| Group Coordinator | Terri Mackenzie (VP <i>ex officio</i>) |

Group Convenors

| | |
|-------------------------------|------------------|
| ACT Region Indexers | Shirley Campbell |
| Aotearoa/New Zealand Indexers | Daphne Lawless |
| Indexers SA | Jane Oliver |
| Melbourne Indexers | Mary Russell |
| NSW Indexers | Glenda Browne |
| Education Interest Group | Glenda Browne |

Chairs of Committees

| | |
|---------------|---|
| Accreditation | Sherrey Quinn |
| Awards | Shirley Campbell, Committee Chair; Tracy Harwood, Judging Panel Convenor |

Meetings

Council meetings were held by teleconferencing in July, October and December 2017, and February, March, April and June 2018. Minutes and documents are on the website:

<https://www.anzsi.org/member-area/official-documents/council-minutes-and-reports/>

The ANZSI AGM for 2016–17 was held on 24th October 2017 via teleconference.

Review of ANZSI policies

Council has continued its regular review of ANZSI policies during 2017–18, with amendments being made to the Treasurer's position description and the Accreditation Policy, and a position description written for the Administrative Assistance.

See the website for the most recent edition of all policies and position descriptions

(<http://www.anzsi.org/member-area/official-documents/>).

Membership report

Mai Yen Chua, Membership Secretary

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 2017–June 2018

| | Individual Membership | Institutional Membership |
|--|-----------------------|--------------------------|
| Australian members <ul style="list-style-type: none"> • Online payments • Cheque/money order | A\$80 | A\$100 |
| 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\$70.00 | NZ\$100.00 |

Membership statistics

Total membership

At 30 June 2018, ANZSI had a total of 104 members. In 2017 there were 75 members. The figures are broken down in Table 2. With the dissolution of state branches, all members are categorised according to states they live in and type of membership they have.

Table 2. Breakdown of 2017–2018 membership by location and type*

| Location | Life members | Institutional members | Personal members | Total membership |
|---------------|--------------|-----------------------|------------------|------------------|
| ACT | 2 | 2 | 10 | 14 |
| NSW | 2 | 0 | 24 | 26 |
| NT | 0 | 0 | 0 | 0 |
| NZ | 0 | 0 | 9 | 9 |
| QLD | 0 | 0 | 12 | 12 |
| SA | 0 | 0 | 6 | 6 |
| TAS | 0 | 0 | 5 | 5 |
| VIC | 2 | 1 | 25 | 28 |
| WA | 0 | 0 | 3 | 3 |
| OVERSEAS | 0 | 0 | 1 | 1 |
| TOTALS | 6 | 3 | 95 | 104 |

*Figures in this table have been amended following review of membership data.

Comparison of 2018 and 2017 statistics

The table below compares the total membership figures at 30 June 2017 with those at 30 June 2018. There were 29 gains in membership during the 2017 to 2018 period, a marked improvement from 56 losses in membership in the previous year.

Table 3. Comparison of membership figures in 2017 and 2018*

| Location | Membership at 30 June 2017 | Membership at 30 June 2018 | Net gains | Net losses |
|---------------|----------------------------|----------------------------|-----------|------------|
| ACT | 8 | 14 | 6 | |
| NSW | 25 | 26 | 1 | |
| NT | 0 | 0 | – | – |
| NZ | 6 | 9 | 3 | |
| QLD | 5 | 12 | 7 | |
| SA | 5 | 6 | 1 | |
| TAS | 3 | 5 | 2 | |
| VIC | 20 | 28 | 8 | |
| WA | 2 | 3 | 1 | |
| OVERSEAS | 1 | 1 | – | – |
| TOTALS | 75 | 104 | 29 | |

*Figures in this table have been amended following review of membership data.

Accredited Indexers

Accredited indexers may only claim this status as long as they are financial members of ANZSI. At 30 June 2018 there were 26 accredited indexers in ANZSI.

Table 4: Accredited indexers by state

| | |
|---------------|-----------|
| ACT REGION | 4 |
| NSW | 11 |
| NZ | 3 |
| TAS | 1 |
| VIC | 7 |
| TOTALS | 26 |

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).

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.

During the 2017–18 financial year there were no formal requests for access to the Member Register.

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 2018. 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 5. *Indexers Available* Annual Advertising Fees, July 2017 – June 2018

| | | |
|----------------------------|------------------------------------|-----------|
| Australian members | Online payments | A\$35.00 |
| | Cheque/money order | |
| New Zealand members | Online payments | A\$35.00 |
| | Cheque/money order or EFT payments | NZ\$35.00 |

Indexers Available statistics

At 30 June 2018, there were 48 members with an Indexers Available listing. This figure is broken down in the table below according to state and country.

Table 6. Members listed on Indexers Available at 30 June 2018

| STATE OR COUNTRY | TOTAL SUBSCRIBERS |
|------------------|-------------------|
| ACT | 4 |
| NSW | 20 |
| NZ | 6 |
| QLD | 2 |
| SA | 2 |
| TAS | 2 |
| VIC | 11 |
| WA | 1 |
| TOTALS | 48 |

Treasurer's report

Michael Wyatt, Acting Treasurer

Profit and Loss

Australian and New Zealand Society of Indexers (ANZSI)
For the year ended 30 June 2018

| | 2018 |
|-----------------------------------|------------------|
| Trading Income | |
| Accreditation Fees | 90.00 |
| Bank & Investment Interest Income | 900.87 |
| Indexers Available Fees | 2,197.00 |
| Indexers Available NZ | 95.95 |
| Membership Fees | 10,020.00 |
| Membership Fees NZ | 319.84 |
| NZ Currency Conversion Adjustment | 299.54 |
| Other Revenue | 153.78 |
| Publications | 55.00 |
| Training | 930.00 |
| Total Trading Income | 15,061.98 |
| Gross Profit | 15,061.98 |
| Operating Expenses | |
| Advertising | 3,030.00 |
| Email | 462.63 |
| General Expenses | 41.79 |
| Income Tax Expense | 198.75 |
| Insurance | 813.00 |
| Merchant Fees | 616.72 |
| Postage | 328.00 |
| Printing & Stationery | 56.00 |
| Regional Group Costs | 173.20 |
| Regional Group Costs NZ | 209.34 |
| Subcontractors - External | 1,800.00 |
| Symposium Costs | 6,357.50 |
| Teleconferencing | 858.01 |
| Training Expense | 1,001.00 |
| Website Costs | 2,789.18 |
| Total Operating Expenses | 18,735.12 |

Balance Sheet

Australian and New Zealand Society of Indexers (ANZSI)

As at 30 June 2018

30 JUN 2018

Assets

Bank

| | |
|-----------------------------|-------------------|
| AMP Term Deposit | 35,623.57 |
| ANZSI - Chq Account #791 | 74,818.55 |
| ANZSI - Comm Solutions #350 | 177.55 |
| Paypal - ANZSI | 1,782.19 |
| Total Bank | 112,401.86 |

Current Assets

| | |
|-----------------------------|---------------|
| ANZSI New Zealand Account | 875.56 |
| Total Current Assets | 875.56 |

| | |
|---------------------|-------------------|
| Total Assets | 113,277.42 |
|---------------------|-------------------|

| | |
|-------------------|-------------------|
| Net Assets | 113,277.42 |
|-------------------|-------------------|

Equity

| | |
|-----------------------|-------------------|
| Current Year Earnings | (3,673.14) |
| Retained Earnings | 116,950.56 |
| Total Equity | 113,277.42 |

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 2018, 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 have 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 with out 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.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENT FOR THE PERIOD ENDED 30 JUNE 2018

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 2018.
- 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 it's not for profit status.

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 2018 and of the results of its operations for the period ended 30 June 2018.
- b) in accordance with applicable Accounting Standards; and
- c) in accordance with the provisions of the Association Incorporation Act.



Signature of Auditor

03/09/2019

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 2018;
- 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 2018; 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.

Karen Gillen

Sherrey Quinn

Treasurer

Secretary

MELBOURNE

4 / 11 / 2019

Education Officer's report

Glenda Browne, Education Officer

The main ANZSI training activities in this period took place at the ANZSI Symposium held at Sylvan Glen in the Southern Highlands from 21 to 23 July 2017. This included a one-day Basic Indexing Course on Friday 21 July 2017. The course was taught by Glenda Browne with hosting assistance from Elisabeth Thomas.

The symposium on 22 July provided various continuing education opportunities in business, historical and practical issues and a practical workshop based on indexing by participants of a 30-page document was run on 23 July. Non-attendees were also able to submit indexes for discussion. A report was written on the various approaches taken and was shared with participants.

Regional group activities also provide continuing education opportunities, often informally.

Promotion for National Indexing Day led to a number of emails expressing interest in doing an indexing course. It has been decided to hold a course after the next National Indexing Day where it can be promoted with a certain date. I will then contact all people whose details I have.

We also received a request for training on annual report indexing to be held at Parliament House, Canberra. A course was planned after discussion with Parliament about their specific requirements, and a one-day course will be run in August 2018 by Sherrey Quinn with support from Shirley Campbell.

The Education Special Interest Group mailing list is primarily used for sharing of information. One member suggested that ANZSI should be looking at some webinars or other online education activities.

Newsletter Editor's report

Elisabeth Thomas, Editor

2017–2018 has been another interesting and successful year for the *ANZSI Newsletter*. We brought news and views to the members, from coverage of all the activities on the inaugural National Indexing Day and reports of training events to book reviews and professional 'tips and tricks'.

Going into a second year as a bimonthly / 6 issues per year publication has continued to prompt an increase in members writing articles to share with their colleagues, contributing to a substantial newsletter each issue.

The link glitch that occurred when we distributed the August 2018 *ANZSI Newsletter* (while quickly remedied) showed that many members look forward to reading the *ANZSI Newsletter* – numerous emails immediately flooded my inbox, alerting us to the problem, members concerned that they could not access the file.

The informal content-sharing relationships with Editors NSW, the Canberra Society of Editors and the Institute of Professional Editors (IPEd), are working well – a great way to share interesting publishing industry information. (I continue to be *ANZSI Newsletter* editor with the sidelines of editor *Blue Pencil* for Editors NSW and a member of the IPEd national communications group.)

Closer to home we often republish content that appears in the *Melbourne Indexers Bulletin*, bringing many interesting articles and information directly to the wider ANZSI membership.

Content from *ANZSI Newsletter* also makes it way ‘overseas’ as the editor (Maureen MacGlashan and now Mary Coe) of *The Indexer* frequently ask to republish articles by ANZSI members. As ‘our’ (as indexers) international journal also regularly publishes original articles by ANZSI members – remember to subscribe to *The Indexer* – it is invaluable professional reading.

Special thanks go to Denene Cavanagh, Mary Coe and, more recently, Tanya Edbrooke who provided invaluable assistance by proofreading the *ANZSI Newsletter*.

Please consider sharing your knowledge and experience with colleagues by writing for YOUR newsletter.

Website and Communications Officer’s report

Jon Jermey, Webmaster

I took on the roles of ANZSI website manager and communications officer in June 2017. Our previous website manager had compiled a useful set of instructions and advice which made the transition relatively easy. I have tried to add value to this by maintaining a log of website activities, which certainly makes it far quicker to compile reports like this one.

The job has alternated between periods of fairly routine activity and occasional crises, usually arising at the most inconvenient times. During these I have had the help and support of the ANZSI Council and our Membership Officer, for whose efforts I am supremely grateful.

Our website is based on the WordPress platform, and much of the routine work involves updating the many plugins which support the site. Sometimes it’s necessary to replace these with better alternatives, or remove them altogether if they become redundant – or fail altogether – with new WordPress updates. Updating one plug-in blocked my access to the back-end of the site, and some detective work was required to find and remove the culprit.

The site also includes a theme called Genesis, and the only major crisis of my tenure came when an update to that theme corrupted the site completely. Luckily our host maintains a comprehensive set of backups, and we were able to rewind the clock to before the upgrade and go on from there. The theme remains un-updated to this day. (Time for a new one?)

The other routine task involves updating the site with new newsletters and other publications. We now have quite a lot of these on the site, and while I was able to tidy their listings up a little and source some missing items, they will soon reach the point where they need real attention to organize and keep track of them properly.

The site also includes a calendar which I have updated when notified of events. Prominent among these have been the regular Melbourne Group meetings and the National Indexing Day events in March 2018. This last produced a flurry of posts and several digital photographs which were added to the site and made available for viewing.

Other administrative tasks on the site have included tweaking the menu system, adding widgets and moving more current material on to the front page. For a while we had a feed there from ANZSI's Facebook account, but technical changes made by Facebook have forced us to remove it.

Accreditation Committee report

Sherrey Quinn, Chair; Shirley Campbell, Receiving Officer – Accreditation

Accreditation Committee members are Sherrey Quinn (Chair); Madeleine Davis; Tordis Flath; Jean Norman; Michael Wyatt; Shirley Campbell (Receiving Officer)

One application was received in 2017–18. The index submitted was deemed ineligible as it did not conform with Accreditation policy requirements.

The committee conducted its main business by email and telephone during 2017–18. The Chair and Receiving Officer met from time to time, and all members of the committee carried on business by email.

In March 2018 Council approved a review of the Accreditation Policy (2015). No changes were made to the Criteria for Accreditation other than very minor re-wording for clarification, as it is important that the criteria remain constant over time. Some editorial changes were made to the main body of the policy for clarity. These do not materially alter Accreditation requirements or processes.

The main amendments relate to types of documents eligible for assessment, procedures for regaining Accredited status after lapse of membership, and inclusion of an appeals process.

One application to regain Accredited status after membership lapse was received under the new policy guidelines and is being assessed.

The Accreditation application fee is A\$90 and NZ\$90.

Awards Committee report

Shirley Campbell, Chair, Awards Committee

Council agreed that the John Simkin Medal would be offered in 2018. Tracy Harwood, Jean Norman and Alan Walker were invited by the President to form the Medal Committee for 2018 with Shirley Campbell as Receiving Officer. Tracy Harwood was appointed Chair of the Judging Panel.

Procedures are managed by the Receiving Officer in consultation with the Chair of the Judging Panel, with assistance from the Publicity Officer. Council accepted the suggestion of the Melbourne Indexers Group that the IPEd conference in Melbourne in May 2019 would be an excellent occasion for the presentation of any award that is made, with the award being presented by the President or delegate.

Applications for the Medal were publicised widely and nominations closed on 29 June 2018. Six applications were received and judging is in progress.

International Committee of Representatives of Indexing Society (ICRIS) report

Mary Russell, International Coordinator of ICRIS

There were no ANZSI representatives at the ASI or ISC/SCI conferences in 2018. Preparation is underway for the ICRIS Triennial meeting in Shanghai in October 2018.

ANZSI Group Co-ordinator's report

Sherrey Quinn, Secretary

ANZSI has five Regional Groups:

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

and one Interest Group:

- Education Group.

Their reports are given below.

Aotearoa/New Zealand Indexers Group

Daphne Lawless, A/NZIG convenor

Membership of our group stands steady at 13.

A Wellington group meeting was held on 15 March, and an Auckland group meeting was held on July 7. The Auckland meeting was also attended by local editors, who are interested in setting up their own organisation.

Our library is well used by members, especially by Wellington members. Added to our library this year was the Indexing chapter of the 7th edition of the *Chicago Manual of Style*. Our group subscription to *The Indexer* is proving of benefit to our members, most of whom would not be willing to take out an individual subscription.

Our group was approached for help in April by the Nelson branch of the New Zealand Society of Genealogists.

There seem to be quite a few indexers who are not members of ANZSI working in New Zealand, and how to reach out to them would be an interesting topic to discuss.

The following suggestions have been raised by members:

- that it should become ANZSI policy that indexers should be acknowledged on the imprint page of their works by publishers.

- that indexes produced via our Mentoring Scheme should be made available for purchase; perhaps by uploading them to the ANZSI website under password protection.

Our directory of Freelance Indexers was updated this year, as our contribution to National Indexing Day.

Canberra Region Indexers

Shirley Campbell, Convenor

Following the dramatic decline in membership of the group in the previous year due to retirement of long-term members, a steady membership of ten members has been maintained.

The main activities included:

| | |
|--------------|---|
| July 2017 | Southern Highlands Symposium, Penrose Denise Sutherland together with Mary Coe (NSW) organised this successful symposium. Five participants from the Group attended: Sherrey Quinn, Tracy Harwood, Geraldine Triffitt, Kerry Anderson and Denise Sutherland. |
| January 2018 | Members met for a post-Christmas lunch at Oaks Brasserie. Sherrey Quinn and Tracy Harwood reported on the Institute of Professional Editors (IPEd) conference which they attended in Brisbane in September 2017 and at which they presented a panel discussion on indexing. At the same conference Sherrey also represented ANZSI in a panel discussion of issues facing the editing and writing professions. |
| March 2018 | National Indexing Day Eight members of the group were photographed at Gorman House next to the statue 'On the Staircase' by Keld Moseholm for publicity purposes for National Indexing Day. |

Members of the Group hold formal ANZSI positions as follows:

| | |
|------------------|---|
| Sherrey Quinn | Council Secretary, Chair of Accreditation Committee |
| Shirley Campbell | Council Member, Receiving Officer for Accreditation and John Simkin Medal |
| Alexandra Bell | Web Manager |
| Tracy Harwood | Convenor of John Simkin Medal Judging Panel |
| Jean Norman | Member of Accreditation Committee, Member of John Simkin Medal Judging Panel. |

Melbourne Indexers

Mary Russell, Convenor

The Melbourne Indexers has grown to 46 members and friends with 38 from Victoria. In February 2018 we returned to holding monthly meetings. The hour-long indexing discussion is followed by a meal at local restaurant. The topics covered during the year were:

| | |
|----------|--|
| August | Indexing cited authors |
| October | Singular or plural headings |
| December | End of year dinner |
| February | Indexes to the Chicago Manual of Style index chapter |
| March | Embedded indexing |
| April | Five things you like to have at hand while indexing |
| May | Compiling indexes to biographies |
| June | Five things from the puzzle bag |

The *Melbourne Indexers Bulletin* continues to be published 11 times during the year and is available at <https://www.anzsi.org/about-us/groups/melbourne-indexers/>. An index to the first 30 issues was compiled and is available on the same website. The library is used and appreciated by members.

For National Indexing Day two members met with Megan Patty from the National Gallery of Victoria to be photographed in front of the index installation for their Triennial Exhibition.

ANZSI Newsletter index project

The index to the first 20 years 1973–1992 of *ANZSI Newsletter* has been completed and is now available on the website at <https://www.anzsi.org/wp-content/uploads/2018/01/Index-first-20-years.pdf>

Details on the project can be found:

1. Russell, Mary. *ANZSI Newsletter* indexing project: Indexing the first 20 years (1973–1992). *ANZSI Newsletter* 2018(1):2–7 (<https://www.anzsi.org/wp-content/uploads/2018/03/anzsi-news-2018-1.pdf#page=2>)
2. Russell, Mary. Index to the first 20 years of ANZSI newsletters. *Melbourne Indexers Bulletin* 2018(29):1–2. (<https://www.anzsi.org/wp-content/uploads/2018/02/MIB-Jan-2018.pdf>) (Reprinted as ‘About the Thesaurus to the Index to the ANZSI Newsletter indexing project’. *ANZSI Newsletter* 2018(2):11–12)

The index to the next 20 years is underway.

NSW Indexers

Glenda Browne, Convenor

There are currently fifteen members of the NSW Indexers Group. We use a Google Groups mailing list to share information with members and to organise face-to-face events.

The major event for the year was the ANZSI Southern Highlands Symposium, held in July in Penrose, near Bundanoon. This event was jointly run by the Canberra Region Indexers Group and the NSW Indexing Group. Many thanks to Denise Sutherland and Mary Coe for planning and managing this event. The symposium was a great success, and the intimate venue was much appreciated. The two-day symposium was preceded by a one-day introductory indexing course.

Once again, we celebrated our post-Christmas lunch at the Kirribilli Club, on 1 February.

For National Indexing Day, we met on Tuesday 27 March at the lovely old Lawson Library for a promotional photo, and then enjoyed lunch together in Lawson. For those who could not attend on that day, another photo event was held at Gleebooks, Blackheath. National Indexing Day stickers were created to be stuck on celebratory wine bottles. Thanks to Madeleine Davis assisted by Denene Cavanagh and others for running a highly successful promotional event.

Three NSW Indexers Group members also joined the NSW editors' group for a lunch in Katoomba on Tuesday, 20 February.

Indexers SA

Jane Oliver, Convenor

In March 2018, the group met at the State Library of South Australia in front of the photographic mosaics display 'Meet the Old Colonists' for a photo shoot to publicise National Indexing Day and photos were sent to ANZSI.

In May, the group planned to view the American Society for Indexing webinar 'The Glory and the Nothing of a Name' as a professional development activity but, for various reasons, the viewing was cancelled.

Education Group

Convenor: Glenda Browne

There are currently seven members of the ANZSI Education Group. We use a Google Groups mailing list to share information with members.

Some members of the group participated from a distance or in person in the Indexing Workshop event run as part of the ANZSI Symposium in Penrose.

One member suggested on the mailing list that ANZSI should be looking at some webinars or other online education activities. This depends on finding ANZSI members who are willing and able to run these activities, and on getting viable numbers of participants. ANZSI members are also able to attend webinars and other online events run by our sister societies.

End of ANZSI Annual Report for 2017–2018