



Australian and New Zealand
Society of Indexers Inc.

ABN: 38 610 719 006

Annual Report
2018–19

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INTRODUCTION

President's report

Madeleine Davis, President

This is the Australian and New Zealand Society of Indexers Inc (ANZSI) Annual Report for 2018–19. It will be presented at the Annual General Meeting held by teleconference on 26 August 2019. The report has been compiled with contributions from Council members and officials to represent all the work done by ANZSI. Full details of the reports and events I highlight are found later in this report. 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.

Highlights

National Indexing Day 2019

Following the success of National Indexing Day in 2018 to raise the profile of indexing and indexers in Australia, Council agreed in principle to continue holding the event. This year's National Indexing Day was held on 28 March 2019 with a focus on networking and grass-roots activities and promotion by ANZSI Regional Groups.

Code of Conduct

Council received and endorsed the report from its Code of Professional Conduct Subcommittee for a formal Code of Conduct for ANZSI Members. The Code, with pertinent examples of its use, will be instituted from 1 July 2019. When joining or renewing their membership of ANZSI, all members will now be required to abide by the Code as well as the ANZSI Constitution. I encourage members to read the Code and to become familiar with its provisions.

Survey of members

The questionnaire for the members' survey was finalised after the 11 February 2019 Council meeting and the survey link was distributed to members by email on 13 March 2019. The survey closed on 14 April 2019 and received an excellent response rate. Council will be working on analysis of the survey and the responses and views of members during the next year.

International Committee of Representatives of Indexing Societies

The Triennial Meeting of the International Committee of Representatives of Indexing Societies (ICRIS) was held in Shanghai in October 2018 in conjunction with the Conference of the China Society of Indexers.

A new ANZSI policy which guides our ICRIS representation – *ICRIS Position Descriptions and Procedural Guidelines* – has been developed and ratified by Council.

ANZSI Medal

Nominations for the John Simkin Award closed on 29 June 2018. The ANZSI Indexing Awards Committee did not recommend any awards this year. This is disappointing and Council will need to focus on the provision of training in the next year to raise the standards needed for this award.

Other matters

Following the resignation of the convenor of the Melbourne Indexers Group, expressions of interest in the position were sought. However, as no one was able to take on the role, the group could no

longer operate and was dissolved on 3 June 2019. I am hoping that Victorian indexers will continue to meet on an informal basis for social networking and professional development and that a new Group can be convened at a later date.

The indexing of the AusSI/ANZSI Newsletter is currently in hiatus, but Council will be reviewing and supporting further initiatives to advance the indexing from the 1993 issues on. At its June 2018 meeting Council acknowledged the significant work of Melbourne Indexers in preparing the valuable index to the AusSI newsletter issues from 1973 to 1992 and noted that it is keen to support initiatives to complete the indexing project.

ANZSI Melbourne-based members Karen Gillen, Alisa Dodge and Susan Pierotti attended the Institute of Professional Editors (IPED) Conference held in Melbourne from 9–10 May 2019. Mary Coe, ANZSI member and editor of *The Indexer*, gave a presentation at the conference on the future of indexes in e-books based on her PhD research which explores how indexes in e-books might be created and presented in new ways.

Acknowledgements

ANZSI Council held its first meeting of the new session on 6 December 2018. At that meeting I welcomed new Council member Karen Gillen and returning Council members Denene Cavanagh, Shirley Campbell, Sherrey Quinn (Secretary), Juliet Richters and Elisabeth Thomas.

At its meeting on 11 February 2019, Karen Gillen also took on the additional role of Treasurer. The Treasurer role is an important one, required by our Constitution, and I am grateful that Karen was able to take it on. Council thanked Michael Wyatt, previous Treasurer, for his long-term contribution and for overseeing accounts during the change-over period. As a result of Karen's appointment, I took on liaison with groups.

After many years, Mei Yen Chua stepped down as Membership Secretary. Council acknowledged her service with thanks and welcomed Nikki Davis into the role.

Terri Anne Mackenzie resigned from the position of Vice-President, and Jon Jermey stepped down as Web Manager and Communications Officer. Council acknowledged with thanks the contributions that both Terri and Jon have made to ANZSI. Ali Bell, a former ANZSI Web Manager, returned temporarily to that role, and Jenny Browne took on both the Webmaster role and that of Communications Officer. Jenny will be working with the Website Subcommittee to update and re-organise ANZSI website.

Denene Cavanagh has also stepped down from Council. Council accepted her resignation with regret and acknowledged her hard work on ANZSI's behalf. During her time on Council Denene made a significant contribution, particularly in administering ANZSI's National Indexing Day in 2018.

In Accreditation Committee news the Chair, Sherrey Quinn, welcomed Karen Gillen to membership of the committee.

My thanks to all the members in this report for their assistance and particularly to Sherrey Quinn (Secretary) and Karen Gillen (Vice President/Treasurer) for their strength and support for me throughout the year. ANZSI is a team effort and such contributions are invaluable.

REPORTS FROM OFFICE-BEARERS, COMMITTEES AND GROUPS

Council report

Sherrey Quinn, Secretary

Council membership

President	Madeleine Davis
Vice-President	Terri Mackenzie to 4 July 2018; vacant July-October; Karen Gillen from 30 October 2018
Secretary	Sherrey Quinn
Treasurer	Michael Wyatt assisting with essential duties from October 2018 to February 2019; Karen Gillen from February 2019
Council members	Shirley Campbell, Juliet Richters, Elisabeth Thomas, and Michael Wyatt to 30 June. Denene Cavanagh to May 2019

Officials of the Society

Membership Secretary	Mei Yen Chua to April 2019; Nikki Davis from April 2019
Editor of the <i>ANZSI Newsletter</i>	Elisabeth Thomas
Web Manager	Ali Bell from 1 July 2018 to 18 February 2019; Jenny Browne from 18 February 2019
Communications Officer	Jenny Browne
Groups Coordinator	Karen Gillen (VP <i>ex officio</i>) to February 2019; Madeleine Davis Acting Groups Coordinator from February to 30 June 2019
Education Coordinator	Glenda Browne
Accreditation Receiving Officer ANZSI Indexing Awards Receiving Officer	Shirley Campbell
ICRIS (International Committee of Representatives of Indexing Societies) representatives	ANZSI ICRIS representative (President, <i>ex officio</i>): Madeleine Davis ANZSI representative at ICRIS Triennial meeting, Shanghai, 17 October 2019: Glenda Browne ANZSI representative at ICRIS informal meeting, Scottsdale Arizona, 25 April 2019; Max McMaster ANZSI ICRIS international liaison: Mary Russell to 3 May 2019; position vacant from 3 May to 30 June 2019 ANZSI ICRIS email representative: Max McMaster until February 2019; vacant February to 30 June 2019 Mary Russell was the ICRIS International Coordinator until 17 October 2018 (this is an ICRIS appointment).

Chairs of Committees

Accreditation	Sherrey Quinn
ANZSI Indexing Awards and John Simkin Medal 2018	Tracy Harwood, Judging Panel Convenor
Code of Professional Conduct Subcommittee	Karen Gillen
Member Survey Subcommittee	Karen Gillen
Website Review Subcommittee	Madeleine Davis

Group Convenors

Aotearoa/New Zealand Indexers	Daphne Lawless
Canberra Region Indexers	Shirley Campbell
Indexers SA	Jane Oliver
Melbourne Indexers	Mary Russell to 3 May 2019; Group disbanded 3 June 2019
NSW Indexers	Glenda Browne
Education Interest Group	Glenda Browne to 6 December 2018; Group disbanded 6 December 2018

Meetings

Council meetings were held by teleconference on 29 July and 6 December 2018, and 11 February, 21 March, 28 April and 3 June 2019. Minutes and documents are on the website:

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

The ANZSI AGM for 2017–18 was held on 30 October 2018 via teleconference.

Review of ANZSI policies

Council has continued its regular review of ANZSI policies and position descriptions. During 2018–19 the following were updated:

- The Groups Coordinator position description was revised with respect to both the duties and procedures.
- The *Policy on Payments to Members* was also updated. Principal changes were clarification of wording concerning administrative expenses and a new section on recognition of contribution to the Society.

ICRIS PDs and Procedural Guidelines 2019, a new policy, was endorsed by Council on 3 June 2019.

At its 28 April 2019 meeting Council also re-visited the question of membership fees for the Executive (President, Vice President, Treasurer and Secretary), which had been waived since a Council decision on 13 October 2015. In the context of the review of the *Policy on Payments to Members*, Council resolved that it will no longer waive membership fees for members other than Life Members, and rescinded the membership fees waiver decision of 13 October 2015.

The most recent edition of all policies and position descriptions are published on the website at:
<http://www.anzsi.org/member-area/official-documents/>

Treasurer's report

Karen Gillen, Treasurer

This report presents the balance sheet, profit and loss statement, and independent auditor's report.

Balance Sheet

Australian and New Zealand Society of Indexers (ANZSI)

As at 30 June 2019

	30 JUN 2019
Assets	
Bank	
ANZSI - Chq Account #791	110,629.34
ANZSI - Comm Solutions #350	485.25
Paypal - ANZSI	428.30
Total Bank	111,542.89
Current Assets	
ANZSI New Zealand Account	1,162.35
Total Current Assets	1,162.35
Total Assets	112,705.24
Net Assets	112,705.24
Equity	
Current Year Earnings	(572.18)
Retained Earnings	113,277.42
Total Equity	112,705.24

Profit and Loss

Australian and New Zealand Society of Indexers (ANZSI)

For the year ended 30 June 2019

2019

Trading Income

Accreditation Fees	90.00
Bank & Investment Interest Income	1,049.33
Indexers Available Fees	1,629.00
Indexers Available NZ	59.30
Membership Fees	7,403.38
Membership Fees NZ	248.70
NZ Currency Conversion Adjustment	(21.21)
Publications	75.00
Training	8,200.00
Total Trading Income	18,733.50

Gross Profit

18,733.50

Operating Expenses

Consulting & Accounting	887.80
Email	446.39
Gifts	329.10
ICRIS Costs	1,356.55
Insurance	667.00
Merchant Fees	711.46
Postage	587.70
Regional Group Costs	345.40
Subcontractors - ANZSI officials	4,250.00
Subcontractors - External	2,520.01
Teleconferencing	1,162.37
Training Expense	4,813.14
Website Costs	1,228.76
Total Operating Expenses	19,305.68

Net Profit

(572.18)

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 2019, 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 our 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 2019

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 2019.
- 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 2019 and of the results of its operations for the period ended 30 June 2019.
- b) in accordance with applicable Accounting Standards; and
- c) in accordance with the provisions of the Association Incorporation Act.



Signature of Auditor

18/10/2019

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 2019;
- 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 2019; 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

Membership Secretary's report

Nikki Davis, Membership Secretary

Membership fees

ANZSI uses 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 ANZSI in June of any year will be deemed to be financial until 1 July the following year. A pro rata fee applies to those joining after July. Existing members are given a three-month period of grace within which to renew their subscriptions. Those who have not renewed by 30 September are deemed to no longer be members.

Table 1. Subscription fee structure, 1 July 2018 to 30 June 2019

	Individual membership	Institutional membership
Australian members	AU\$80	AU\$100
New Zealand members	NZ\$70	NZ\$100

Membership statistics

Total membership

In 2018 there were 104 members. At 30 June 2019, ANZSI had a total of 108 members.

Table 2. Breakdown of 2018–19 membership by location and type

Location	Life members	Institutional members	Personal members	Total membership
ACT	2	2	10	14
NSW	2	0	28	30
NT	0	0	0	0
NZ	0	1	10	11
QLD	0	0	11	11
SA	0	0	6	6
TAS	0	0	2	2
VIC	1	1	28	30
WA	0	0	3	3
OVERSEAS	0	0	1	1
TOTALS	5	4	99	108

Comparison of 2018 and 2019 statistics

There were 4 gains in membership for the 2018–19 period.

Table 3. Comparison of membership figures in 2018 and 2019

Location	Membership at 30 June 2018	Membership at 30 June 2019	Net gains	Net losses
ACT	14	14	–	–
NSW	26	30	4	
NT	0	0	–	–
NZ	9	11	2	
QLD	12	11		1
SA	6	6	–	–
TAS	5	2		3
VIC	28	30	2	
WA	3	3	–	–
OVERSEAS	1	1	–	–
TOTALS	104	108	6	4

Accredited Indexers

Accredited indexers may only claim this status as long as they are financial members of ANZSI. At 30 June 2019 there were 31 accredited indexers.

Table 4. Accredited indexers at 30 June 2019

Location	Accredited indexers
ACT	5
NSW	11
NT	0
NZ	4
QLD	0
SA	0
TAS	1
VIC	10
WA	0
OVERSEAS	0
TOTALS	31

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 2018–19 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 2019. A three-month period of grace applies, after which entries for members who have not paid are deleted from the directory.

Table 5. Indexers Available Annual Advertising Fees, 1 July 2018 to 30 June 2019

Australian members	A\$35
New Zealand members	NZ\$35

Indexers Available statistics

At 30 June 2019 there were 48 members with an Indexers Available listing. This is the same number as for the 2017–18 period.

Table 6. Members listed on Indexers Available at 30 June 2019

LOCATION	TOTAL SUBSCRIBERS
ACT	5
NSW	18
NT	0
NZ	6
QLD	3
SA	1
TAS	2
VIC	11
WA	2
OVERSEAS	0
TOTALS	48

Newsletter Editor's report

Elisabeth Thomas, Editor

Continuing with the frequency of 6 issues per year, the *ANZSI Newsletter* was successfully published with substantial issues in August, October and December 2018 and February, April and June 2019.

The newsletter email regularly gets a high click rate for access and a consistent 'open' rate each issue. The results of the member survey included positive and valuable feedback for the Newsletter and its production.

Thanks go to all the contributors, both regular and occasional, as well as Tanya Edbrooke and Jenny Browne for their invaluable assistance in getting the Newsletter out to all members.

Webmaster and Communications Officer's report

Jenny Browne, Webmaster and Communications Officer

Within Ali Bell's tenure as Webmaster, several improvements were made to the security and usability of the ANZSI site.

The WooCommerce plugin was disabled as Ecwid was well-established and performed its role efficiently. The Health Check & Troubleshooting plugin was installed to assess the security and integrity of the site.

User interface improved when the site theme was updated, fixing many of the 'page not found' errors members were experiencing. Assisting ANZSI members with queries regarding their account and completing Indexers Available listings were also ongoing tasks.

From July 2018, Jenny Browne filled the Communications Officer role, and in February 2019 she also took on the position of Webmaster as Ali Bell stepped back from the role. Thanks to previous Webmasters, the Membership Secretary and Website Review Subcommittee for assistance with this transition.

The main change to the position of Communications Officer was the additional role of reporting on ANZSI Facebook insights. The primary role of distributing emails continued as per normal, with messages regarding the ANZSI member survey, SI Conference and membership renewals being opened at the highest rate (over 70%.)

The reminder to renew ANZSI membership was sent out mid-June 2019. Changes were made to the process of renewal, such as the removal of pro-rata payment options for renewals and the inclusion of agreement with the ANZSI Constitution and Code of Conduct as a requirement for subscription. There were a few issues with eWay glitching and with pricing for New Zealand subscribers – some of these have already been resolved, and some are in the process of being resolved.

Several other changes were made to the Ecwid store over the last year, regarding the header text, invoice template, and products stocked.

Major changes to the ANZSI website include the addition of Contact Us and Code of Conduct pages; changes to the presentation of the National Indexing Day information; enabling of ANZSI's Web Application Firewall; installation of a broken link checker, and the repair of most of these links.

The website has had 157,485 hits in the last year. The most popular search was 'constitution'.

Education Officer's report

Glenda Browne, Education Officer

In the Education Officer position description, the first role is to 'Liaise with groups regarding training events they wish to run.' There have been no requests for assistance from groups this year.

In response to a request from the Parliamentary Library in Canberra a one-day annual report indexing course was presented at their premises in Canberra on 7 August 2018. The course was run by Sherrey Quinn and Shirley Campbell and was well-received. ANZSI has also had expressions of interest from a group in Sydney regarding annual report indexing training. Options for this are being discussed.

Most of the requests received are for an introductory indexing course. These requests were collected for over a year, and when numbers had built up planning started for a two-day introductory course. This was held at the Sydney Mechanics School of Arts on Friday 3 and Saturday 4 May 2019. Glenda Browne was the trainer and Madeleine Davis organised catering and provided assistance over the two days, while Jon Jermy helped with technical setup. There were 10 participants, including aspiring indexers and editors who need to hire indexers and evaluate indexes. Feedback was positive (on the course and the catering).

A table recording training events completed in the last few years was prepared and submitted to Council.

Feedback on education matters in the ANZSI survey results has been examined and a response has been prepared for submission to the newsletter editor. In the survey members expressed interest in specialist training in various topics. Because of the small numbers, and the dispersed nature of our membership, it is unlikely that specialist courses could be effectively run unless there are special factors that bring people together (for example, local recruitment among non-members, or training alongside another event).

Accreditation Committee report

Chair: Sherrey Quinn. Receiving Officer – Accreditation: Shirley Campbell.

Accreditation Committee members are Sherrey Quinn (Chair), Madeleine Davis, Tordis Flath, Karen Gillen, Jean Norman, Michael Wyatt and Shirley Campbell (Receiving Officer). Trevor Matthews was temporarily co-opted to the committee in June 2019.

Three applications were received in 2018–19. An application from Kerry Burgess of Victoria was successful. Two applications are still in progress.

An application from Juliet Richter of NSW to regain Accredited status was successful.

The committee conducted its main business by email and telephone during 2018–19. The Chair and Receiving Officer met from time to time, and all members of the committee carried on business by email.

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

Awards Committee report

The John Simkin Medal is offered biennially.

Administrative tasks were carried out by Shirley Campbell, Receiving Officer.

Judges report for the 2018 Medal nominations

Six indexes were submitted for consideration for the John Simkin Medal in 2018. Two were for scholarly books, one was for a loose-leaf law volume, one was for a local history of buildings, one was for a contemporary oral history and one was a hyperlinked index to twenty years of newsletters of a professional organisation. The subjects represented were diverse, and included music, history, Asian studies, international relations theory, social science, housing, indexing and law. Four of the six submissions were published as single-volume print publications and two were submitted as pdfs (one of those was a digital-only publication).

Judging was based on the criteria listed in the ANZSI policy *John Simkin Medal: Award criteria and procedures* endorsed 31 May 2016. The identities of the indexers whose works were nominated were not revealed to the judges until after a decision was made.

The complexity of the texts ranged from sophisticated and esoteric through technical to more readily accessible for the lay reader. Most of the indexes were competently compiled and all clearly had much time invested in their preparation. Two indexes were very large (56 pages and 165 pages).

Three of the indexes were of a high standard. However, small anomalies and errors were found in all three, not sufficient to detract from the overall competence and usability of the indexes, but enough for the judges to determine that these indexes did not meet all the criteria set out in the ANZSI policy. Errors included incomplete and inconsistent cross-referencing, instances of double-posting where the locators were not always the same, missing or incorrect locators, minor misspellings or typographical errors, and uneven depth of indexing in places.

After considerable scrutiny, none of the indexes were judged to demonstrate the outstanding merit required to be nominated for either the medal or the highly commended award in 2018.

This decision was announced in November 2018 and the judges report was published in the *ANZSI Newsletter* vol. 14, no. 6, December 2018.

2018 Judging panel

Tracy Harwood (Accredited Indexer, ANZSI; Accredited Editor, Institute of Professional Editors; Certified Editor, Board of Editors in the Life Sciences); Convenor of Judging Panel

Jean Norman (Accredited Indexer, ANZSI and ANZSI Accreditation panel member)

Alan Walker (Honorary Life Member of ANZSI, awarded the society's medal in 1989, 2007 and 2013).

Code of Professional Conduct Subcommittee

Chair: Karen Gillen. Members: Nikki Davis, Alisa Dodge, Michael Ramsden.

This Subcommittee was convened in December 2018. Its final report, including the draft Code, was endorsed by Council on 28 April 2019 and the Code was published on the ANZSI website on the same day. An explanatory article appeared in the *ANZSI Newsletter*, April 2019.

Member Survey Subcommittee

Chair: Karen Gillen. Member: Mary Russell, 11 February 2019 to 3 May 2019.

This Subcommittee was convened in February 2019. The survey was conducted between 13 March and 14 April 2019. A total of 62 responses were received. Given a total membership of 106 members, this equates to a very pleasing response rate of 58.5%.

The Chair reported to Council in March and April 2019. Analysis of the survey is yet to be finalised.

National Indexing Day 2019

Following the success of National Indexing Day in 2018 to raise the profile of indexing and indexers in Australia, Council agreed in principle to continue holding the event. This year's National Indexing Day was held on 28 March 2019. The focus this year was on networking and grass-roots activities and promotion by ANZSI Regional Groups.

Aotearoa/New Zealand Indexers Group. Tordis Flath from New Zealand met with former colleagues with whom she had worked at Indexing Specialists in Hove (Brighton). She also met with Jochen Fassbender, the contact person for the German indexing group, Deutsches Netzwerk der Indexer (DNI), in Bremen on 2 April.

Canberra Region Indexers met on 2 March 2019, for lunch and conversation at Yarralumla, and to welcome a new member.

Indexers SA celebrated National Indexing Day 2019 with a social meeting and dinner in Adelaide on Friday 28 March. On 5 April, as part of the celebration, Madeleine Davis met with two members from the Indexers SA Group – Silvia Muscardin and Jane Oliver – and Amanda Ward, Zoos SA Librarian, to discuss the new indexing project being undertaken by Indexers SA for the Zoo – indexing the archive of The Royal Zoological Society of South Australia Inc. (RZSSA). Silvia Muscardin has written an article, published in the *ANZSI Newsletter* 'Indexing a Zoo' (Vol 15, No 1 February 2019) giving more detail of the breadth of the project and issues/problems that need to be addressed.

Melbourne Indexers 'released a book into the wild' on BookCrossing, a free social networking, book-sharing site, where books can be tagged and released, and their journey from reader to reader recorded. The book chosen was *Urban Scrawl: the written word in street art* by Lou Chamberlin (Hardie Grant, 2019). To help indicate the book was released for National Indexing Day a Word Cloud of indexing words was added to the end pages. The book was released at The Nook, Federation Square, Melbourne CBD.

NSW Indexers met on Monday 25 March 2019 for lunch and discussion in the Botanic Gardens then visited Galleries in the Mitchell Library taking appropriate pictures throughout the visit.

Website Review Subcommittee

Chair: Madeleine Davis; Members: Karen Gillen, Sherrey Quinn

A comprehensive review of the ANZSI website was conducted by Karen Gillen and Mary Russell this year. Following the review, a small ongoing Council Subcommittee was established, the role of which is to assess and revise content, assess and enhance functionality, and streamline management of the site. The Subcommittee is assisted by the Web Manager.

ANZSI Groups Co-ordinator's report

Karen Gillen, Group Coordinator; Madeleine Davis, Acting Group Coordinator and Sherrey Quinn, ANZSI Secretary.

The role of Groups Co-ordinator is one of the duties undertaken by the Vice President of ANZSI. Following her appointment as Vice President at the 2018 AGM, Karen Gillen served as Groups Co-ordinator until she took on the additional role of (Acting) Treasurer in February 2019. Madeleine Davis then took on the role of Groups Co-ordinator.

Groups Register

A Groups Register was recreated to record the following details:

- Name of group
- Name and contact details of convenors
- Date of application to establish group and associated Council document number
- Date of approval by Council
- Years annual reports submitted
- Date of dissolution by Council
- Reason for dissolution.

Review of Groups Coordinator's position description

The Groups Coordinator's position description was reviewed, and was updated to include responsibility for:

- providing updated copies of the Groups Register to the Secretary whenever it is amended
- monitoring the content of groups-related webpages
- reporting back to Group Convenors on Council decisions relating to groups.

Tenure of Group Convenors

As there are no regulations covering the tenure of Group Convenors, groups were encouraged to discuss the issue of succession, and invited to share their views with Council on how they proposed to deal with the issue.

Dissolution of groups

Conference Ideas Group. The group had been inactive since formation, had submitted no reports, and was dissolved on 6 December 2018.

Education Interest Group. The group had submitted regular annual reports, but had been relatively inactive, and the Convenor had suggested that the group should be wound up. It was dissolved on 6 December 2018.

Melbourne Indexers Group. Following the resignation of the convenor, expressions of interest in the position were sought. However, as no one was willing to take on the role, the group could no longer operate. It was dissolved on 3 June 2019.

New member notifications

The Membership Secretary now alerts Regional Group Convenors when there is a new member in their region.

Feedback from groups

Council welcomes feedback and suggestions from groups on ANZSI policy and activities. In their 2017–18 annual report, the Aotearoa/New Zealand Indexers suggested that it should be ANZSI policy that indexers be acknowledged on imprint pages. Council discussed the issue at length, and their deliberations were incorporated into an article in the Society's *Newsletter* and in *The Indexer*.

Groups active during 2018–19

Regional Groups

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

Interest Groups

- Education Group

Reports from groups

Aotearoa/New Zealand Indexers Group

Daphne Lawless, Convenor

Membership of the email group is currently 15, up from 13 last year.

The Wellington group has not met again as Tordis Flath, our main Wellington organiser, was away in Europe during March. For National Indexing Day in Europe, Tordis met with Ingrid Lock and Janet Lawrence, two indexing colleagues in Brighton and Jochen Fassbender, the coordinator for DNI – the German Network of Indexers. It is hoped that another Auckland meeting can be held in the next few months.

Library use has been quiet this year. There was a glitch with the group subscription to *The Indexer*; since some of the members chose to get the online version, the publisher stopped sending us hard copies. A request has been made for this to be rectified.

The group has discussed the ANZSI recommended indexing rate and agree that the currently suggested figure seems to be good; however, many big publishers offer work at a set fee far under that figure, and those of us who need regular work are not in a position to turn them down.

Canberra Region Indexers

Shirley Campbell, Convenor

Membership increased this year to 14 as a result of three lapsed members returning and two new members joining the group. Long term Life Member Edyth Binkowski has moved to South Australia.

Two meetings were held during the year. A lunch on 1 December 2018 combined a social get together with an opportunity to share information on current indexing projects. A meeting on 2 March 2019 was an early celebration of National Indexing Day and this enabled members to discuss initiatives currently under discussion by Council.

On 7 August 2018 Sherrey Quinn and Shirley Campbell conducted a training session on behalf of ANZSI for the Parliamentary Library on annual report indexing.

Some members of the group are active in the business of ANZSI. Sherrey Quinn is Council Secretary and Chair of the Accreditation Committee. Shirley Campbell is a member of Council and the Receiving Officer for Accreditation and the ANZSI Medal. Tracy Harwood was Convenor of the ANZSI Medal Judging Panel. Jean Norman is a member of the Accreditation Committee and was a member of the ANZSI Medal Judging Panel.

Indexers SA

Jane Oliver, Convenor

There are six members of ANZSI based in South Australia.

The Indexers SA meeting on 23 November 2018 was a work and social meeting. Discussion covered:

- the indexing project for Adelaide Zoo (subsequently written up for the *ANZSI Newsletter* vol. 15, no. 1, February 2019)
- local history indexing and the challenges of complex family trees, and
- indexing property valuations (1888–1912).

On 15 March 2019 SA Indexers celebrated National Indexing Day early with a social meeting and dinner in Adelaide. On 5 April, ANZSI President Madeleine Davis met with representatives of the group to discuss the Zoo indexing project and to be shown around the archive (*ANZSI Newsletter* vol 15, no 2, April 2019).

Two members of the group viewed the American Society for Indexing webinar *The glory and nothing of a name* by Noeline Bridge.

Melbourne Indexers

Mary Russell, Convenor to 3 May 2019.

Report compiled by Sherrey Quinn, ANZSI Secretary

Melbourne Indexers had 29 members in May 2019.

The group held nine meetings during 2018–19:

5 July 2018	Improving indexing speed
2 August 2018	Selecting indexing terms
6 September 2018	Shortened forms
4 October 2018	Editing the index
1 November	Show and tell
6 December 2018	Indexing handwritten journals
7 February 2019	Military and wartime history
7 March 2019	Indexing music biographies
2 May 2019	Typesetting.

Eight issues of the *Melbourne Indexers Bulletin* were published on the ANZSI website between July 2018 and March 2019.

For National Indexing Day (28 March 2019) Melbourne Indexers ‘released a book into the wild’ on BookCrossing, a free social networking book-sharing site where books can be tagged and released, and their journey from reader to reader recorded. The book chosen was *Urban Scrawl: the written word in street art* by Lou Chamberlin (Hardie Grant, 2019), a collection of the world’s best street art involving words, including some in Melbourne, brought together in a beautiful and well-indexed

book (<https://www.bookcrossing.com/journal/15424941/>). To help indicate the book was released for National Indexing Day a Word Cloud of indexing words was added to the end pages. The book was released at The Nook, Federation Square, Melbourne CBD.

On 3 May 2019 Mary Russell, Melbourne Indexers Convenor, resigned from ANZSI. As a replacement for the Convenor's role was not found, the group was disbanded on 3 June 2019.

NSW Indexers

Glenda Browne, Convenor

There are currently 18 members of the NSW Indexers Group (using 19 email addresses). The group use a Google Groups mailing list to share information and to organise face-to-face events. Postings this year have included information about jobs, IPed courses, ASI SIGS, ANZSI information (newsletter calls for content, survey reminder, AGM) and events of related societies (MEAA virtual Freelancers' SolidariTEA).

The group met twice between July 2018 and June 2019. The first meeting was an informal lunch at the home of Jon Jermey, Jenny Browne and Glenda Browne on 9 December 2018. Each member brought a plate, and talked about items of interest including Council matters and the China Society of Indexers conference in Shanghai. This conference was attended by NSW Group members Mary Coe, representing *The Indexer* and Society of Indexers (UK) and Glenda Browne, along with ICRIS International Coordinator Mary Russell, from Melbourne Indexers.

NSW Indexers celebrated National Indexing Day on Monday 25 March 2019 at the Botanic Gardens Cafe in the Sydney Botanic Gardens. Five members met for lunch (inside, as rain threatened), then went to the Mitchell Library steps and art exhibitions for photos. The event was reported in the *ANZSI Newsletter* and on Facebook.

Glenda Browne invited people to express interest in taking on the convenor role and sought to discuss succession of the convenor position, inviting members to 'apply' for the position. Glenda received no expressions of interest, so is continuing to act as convenor until a replacement is found.

Education Group

Glenda Browne, Convenor

The Education Group was not very active in 2018. Glenda Browne emailed the group on 29 November 2018 saying that she was ready to step down from the convenor job, and to see if anyone was interested in taking on the role. Alternatively, Glenda suggested that the group could be closed and energies focused elsewhere.

Five out of seven members replied supporting the closure of the group. With only two members remaining, the group was not viable (according to ANZSI regulations) so Glenda recommended to Council that the group be closed.

With the new ANZSI structure post-branches it was good to have experimented with interest groups, even when they did not end up fulfilling initial expectations.

Suggestions about education and training can be sent to the Education Coordinator or to Council as appropriate. Suggestions about local events can be made to regional groups.

INTERNATIONAL ACTIVITIES

International Committee of Representatives of Indexing Societies report

Report compiled by Sherrey Quinn, ANZSI Secretary

The 2018 Triennial Meeting of the International Committee of Representatives of Indexing Societies (ICRIS) was held in Shanghai on 17 October 2018, in conjunction with the Conference of the China Society of Indexers. It was chaired by Mary Russell, ICRIS Coordinator, whose term as ICRIS Coordinator ended at this meeting.

Glenda Browne was the ANZSI representative at the ICRIS Triennial Meeting and at the China Society of Indexers (CSI) conference held 18–19 October 2018. Glenda's report on the meeting is in the *ANZSI Newsletter*, vol. 14, no 6, December 2018, p. 12–15.

ANZSI Secretary Sherrey Quinn prepared the official report from ANZSI for the Triennial meeting; this report was endorsed by ANZSI Council on 10 September 2018. Council considered the ICRIS meeting papers in the lead-up to the Triennial, and briefed Glenda on Council's responses to agenda items.

Agenda items which representatives discussed at the Triennial Meeting included:

- review of the International Agreement, with changes to be sent to member societies for ratification
- opportunities for societies to cross-promote the details of indexers available for work. ANZSI's representative could not comment on this suggestion as it had not been put to ANZSI Council before the ICRIS meeting
- a suggestion that ICRIS set up a permanent venue at Fudan University (discussed but not agreed)
- a proposal from within ICRIS to invite the Institute of Certified Indexers (ICI) to join ICRIS. This was rejected on the grounds that ICI members are in areas already covered by ICRIS member societies.

Unfortunately, the meeting did not have enough time to discuss ideas for National Indexing Day and opportunities for International Indexing Day, which ANZSI had requested be placed on the agenda. This matter will be explored further on the ICRIS mailing list.

ICRIS gave special thanks to Maureen MacGlashan for her work as Editor of *The Indexer* and ANZSI member Mary Coe was welcomed as the new Editor.

Caroline Diepeveen and Pierke Bosschieter from Netherlands Indexers Network (NIN) were appointed to share the position of International Coordinator for the period 2018 to 2021.

At the December 2018 ANZSI Council meeting, Council formally acknowledged Mary Russell's contribution as ICRIS International Coordinator to October 2018.

In February 2019 ANZSI Council ratified the 'Revised ICRIS Terms of Reference October 2018', and the 'Revised International Agreement of Indexing Societies, agreed at Shanghai, October 2018'.

Also in February 2019 Max McMaster, long-term ANZSI ICRIS Representative, resigned from this position. Council formally acknowledged his contribution to ICRIS affairs.

In March 2019 Council received a report from Mary Russell describing ICRIS positions and roles. The President, Madeleine Davis, who ex-officio receives ICRIS communications on behalf of ANZSI, subsequently prepared a policy document which clarifies terminology relating to ICRIS and will guide

future ANZSI ICRIS representatives and ANZSI ICRIS international liaison officers. This document, *ICRIS Position Descriptions and Procedural Guidelines*, was endorsed by Council on 3 June 2019.

In April 2019 Max McMaster represented ANZSI at the informal ICRIS meeting held in conjunction with the American Society for Indexing (ASI) conference at Scottsdale, Arizona. Max reported to Council on the informal ICRIS meeting (Council Minutes, 3 June 2019) and on the conference (*ANZSI Newsletter*, vol. 15, no. 3, June 2019). Notes on the ICRIS meeting were also received from Kendra H. Millis of ASI.

On 3 May 2019 Mary Russell resigned from ANZSI, with the result that the ANZSI ICRIS International Liaison position became vacant. At 30 June 2019 Council was considering suitable candidates for the role.

End of ANZSI Annual Report for 2018–19