



Australian and New Zealand
Society of Indexers Inc.

ABN: 38 610 719 006

Annual Report

2014–2015

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President's Introduction

This is the ANZSI Annual Report for 2014–15; it will be presented at the Annual General Meeting in Sydney on 20th October 2015. 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.

2014–15 President's Report

This year has been significant for ANZSI with the restructure of ANZSI including the dissolution of branches and introduction of a less formal group structure involving the creation of regional and interest groups. This restructure was made possible by our earlier move to a multi-location Council which had meant that any ANZSI member was able to fully join ANZSI Council.

We had a good mix this year of new and ongoing Council members, and have been well-supported by outgoing Council members, ongoing ex officio members, and experienced position holders and committee members.

- All Council meetings since the AGM in October 2014 have been held by teleconference, with members connecting by telephone or Skype.
- ANZSI has been restructured, with the dissolution of branches, and their replacement with less formal regional and interest groups. The changes were passed unanimously at a Special General Meeting on 7 May 2015. A revised Constitution has been submitted to Consumer Affairs Victoria.
- The joint conference with the Canberra Society of Editors convened by Tracy Harwood and held in the ACT in May 2015 was highly successful. Sponsorship was provided for an ANZSI member to attend the conference.
- Training courses and events have been held by branches.
- Council continues to run a tight budget. Contributions from the NSW Branch for website and meeting expenses were appreciated. The centralisation of funds following the restructure will make it easier for Council to budget in the future. With falling or static membership, and ongoing expenses, income from sources other than membership fees will continue to be important.
- The *ANZSI Newsletter* has kept members informed about ANZSI and other activities, and about indexing and publishing in general. It is delivered electronically in PDF format. EPUB and Kindle formats have been prepared for most issues but they are not heavily used.
- The website has been redesigned and restructured. This had to be done quickly after we were informed that our host, Link Digital, would not be continuing service at the end of 2014. The coding of the website will allow optimal use on all devices, including PCs, tablets and mobile phones. As well as working on the website structure, the redevelopment team checked and reorganised the content, and hid personal names and addresses.

- Indexers Available was updated during the website redevelopment project. It is the result of much consultation with indexers, and a survey of editors, and is an important tool for indexers who are seeking work, and clients who are seeking indexers.
- Activities of the Publicity & Promotion committee included promotion of the ANZSI medal, and a stand at the Write | Edit | Index conference.
- Work on the ANZSI archives has continued, with ANZSI documents being collected at the State Library of Victoria. Early records of accredited indexers have been extracted from records and added to the Register.
- The Board of Assessors has been renamed as the Accreditation Committee. It continues to assess book indexes and is considering expansion of the scheme to include non-book materials that have clear provenance.
- Work on the IDPF Indexes Working Group continued. The Indexes specification has been approved by the Board, and is now awaiting final approval by the membership.
- ANZSI members contributed articles for *The Indexer*, and many subscribed at members' rates.
- ANZSI will be hosting the Triennial ICRIS (International Committee of Representatives of Indexing Societies) meeting at the SI conference in York, with Mary Russell as the Chair.
- For the John Simkin Medal awards, no medal was awarded, but two indexes were Commended.
- Social media use included Facebook, Twitter and blogging, especially during the conference.
- A logo has been designed for use by Accredited Indexers.

2014–15 Acknowledgements

The points above can only provide a brief summary of the range of achievements of the past year, and the hard work that has gone into them. It has been a challenging year, both for those seeking change, and those concerned about it. The Executive has put in countless hours thinking about the issues, negotiating changes, and managing paperwork.

Kerry Anderson as Secretary has been cheerful and organised; Michael Wyatt as Treasurer has managed the transfer of funds, and thought carefully about the implications of a two-currency Society. Lindy Allen, as Vice-President, has had a crucial new role in planning for the coordination of the new groups that will form. In implementing these changes, the Executive has been well-supported by general committee members, and by the Branch Presidents and committees who have managed the process from their side, at the same time keeping their branches running, and planning for their dissolution.

ANZSI runs smoothly because of the constant care from our officials: Membership Secretaries Karen Gillen and Mary Coe; web managers, Mary Russell, Ali Bell and Denise Sutherland; newsletter editor Denise Sutherland; Electronic Options Coordinator, Mary Coe (who starts and records our teleconference meetings); Education Coordinator, Lindy Allen; and, on the international scene, ICRIS representatives Mary Russell, Max McMaster, and Glenda Browne.

We have a number of ongoing committees that keep important processes functioning, and keep an eye on possible developments. These cover Accreditation, Awards, and Promotions and Publicity. The conference committee worked for a number of years to bring us the excellent Write | Edit | Index conference in Canberra.

In addition to Council and Branch committees, ANZSI is dependent on working parties that address specific needs. The restructure would not have been as smooth without the procedural know-how and thoughtful paperwork of Michael Ramsden, supported by Shirley Campbell and Glenda Browne. The success of the website and IA redevelopment is due to the professional skill of Ali Bell and Denise Sutherland, with research, planning and general support from Madeleine Davis, Michael Wyatt, Mary Coe and Elisabeth Thomas.

ANZSI's significant achievements over the last year are due to the hard work, talent and commitment of all of these ANZSI volunteers (and sometimes their friends and spouses as well), as well as the support of the membership. Thanks to all those who volunteer their time and energy to ANZSI and without whom the Society could not function.

Council Report

Council Membership

President	Glenda Browne
Vice-President	Madeleine Davis to October 2015; Lindy Allen from October 2015
Secretary	Mei Yen Chua to October 2015; Kerry Anderson from October 2015
Treasurer	Michael Wyatt
Committee members	Terri MacKenzie; Elisabeth Thomas from October 2014; Judy Richter from October 2014; Mei Yen Chua from October 2014
President – ACT Branch	Denise Sutherland until 30 June 2015
President – NSW Branch	Mary Coe until 30 June 2015
President – New Zealand Branch	Julie Daymond-King until 30 June 2015
President – Queensland Branch	Jane Douglas until 30 June 2015
President – Victoria Branch	Nikki Davis until 30 June 2015

Officers of the Society

Editor of the Newsletter	Katie Millar until December 2014; Denise Sutherland from February 2015
Education Coordinator	Lindy Allen
Electronic Options Coordinator	Mary Coe
ICRIS representatives	Mary Russell (International coordinator); Max McMaster; Glenda Browne (ex officio)
Membership Secretary	Karen Gillen to February 2015; Mary Coe from February 2015
Web Manager	Mary Russell to October 2014; Ali Bell from October 2014

State and Territory Representatives

Northern Territory	Frieda Evans
North Queensland	Jean Dartnall
South Australia	Jane Oliver
Tasmania	Christopher Brennan
Western Australia	Shelley Campbell

Chairs of Committees and Working Parties

Awards	Max McMaster
Accreditation (formerly Board of Assessors)	Sherrey Quinn
Conference 2015	Tracy Harwood; Denise Sutherland; Shirley Campbell
Promotions and Publicity	Nikki Davis; (from July 2015) Denise Sutherland; Jane Douglas
Working Party on the Redevelopment of Indexers Available	Madeleine Davis
Website Redevelopment Working Party	Ali Bell; Denise Sutherland
Working Party on ANZSI Restructure	Michael Ramsden (Convenor); Glenda Browne; Shirley Campbell

Meetings

The ANZSI AGM was held at the Sydney Mechanics School of Arts (the same venue as the NSW Branch AGM) in October 2014.

Council met every six weeks using the Redback teleconferencing system, which enables the taping of meetings. The recordings are distributed only to those who attended the meeting or were entitled to do so.

Honorary Life Membership to Shirley Campbell

Honorary Life Membership was conferred on Shirley Campbell by ANZSI. Her certificate was presented by the President of the ACT Region at the ACT Region AGM on August 2015. Details can be found in the *Newsletter*.

Restructure and Constitutional change

ANZSI Constitution

Three resolutions for changes to the ANZSI Constitution were approved unanimously at the Special General Meeting (SGM) held in Canberra on 7 May 2015 at the Write | Edit | Index conference. Following the SGM, Kerry Anderson forwarded a copy of the revised Constitution to Consumer Affairs Victoria (CAV).

The first resolution contained nine recommendations that enabled the dissolution of branches and the restructure of ANZSI (see below).

The second resolution will make it possible for ANZSI to set different terms of office for committee members.

The third resolution allows people attending meetings of the society electronically to be counted in the quorum for the meeting.

Working Party on the Restructure of ANZSI

Early in 2014, Council received a paper from the Victorian Branch drawing attention to the declining membership of the Society and the strain that this imposed on those members, willing and able to serve as officers, or members of committees, at a national or branch level. As a result of this paper the Council established a small working party, comprising Michael Ramsden as convenor, with Glenda Browne and Shirley Campbell (from October 2014), to consider the restructure of the Society.

The working party conducted its business largely by email with a few telephone conversations. The Convenor drafted a preliminary paper which was amended in the light of comments from Glenda Browne who also contributed a section outlining various scenarios to show how the proposed restructure would work in practice. The paper went through two further iterations before a report, which incorporated comments from Shirley Campbell, was submitted to Council on 15 October 2014. That report was circulated to branches and printed in the December 2014 issue of the *Newsletter*. Feedback was sought before a final report was submitted to Council.

Comments were generally supportive. The report was slightly amended and a final report was submitted to Council and considered at a special meeting held on 9 February 2015. The principal recommendations were:

- (a) that the branches be dissolved with effect from 30 June 2015, their funds being transferred to the Society's account; and,
- (b) any three or more members of the Society be able to advise Council of their wish to form either a regional group or a special interest group.

All nine recommendations, which included consequential amendments to the Constitution, were accepted, and put to members at a special general meeting in May at which they were all approved.

Following that approval, the working party drafted regulations for the operation of groups which were approved by Council and printed in the June issue of the *Newsletter*.

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 2014–June 2015

	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 2015, ANZSI had a total of 174 members. This figure is broken down in the table below according to branch affiliation and type of membership. New members joining the society after the organisational restructure and dissolution of branches in May 2015 were considered to have no branch affiliation.

Table 2. ANZSI Membership at 30 June 2015

Branch	Life Memberships	Corporate Memberships	Personal Memberships	TOTAL Membership
ACT Region	1	2	29	32
NSW	2	0	31	33
NZ	0	1	21	22
QLD	0	0	21	21
VIC	2	2	43	47
No affiliation	0	0	19	19
TOTALS	5	5	164	174

Comparison of 2015 and 2014 statistics

The table below compares the total membership figures at 30 June 2014 with those at 30 June 2015. The gain in unaffiliated members was due to the fact that members joining after the dissolution of branches in May 2015 were considered to have no branch affiliation.

Table 3. Membership figures at 30 June 2014 compared to 30 June 2015

Branch	Members at 30 June 2014	Members at 30 June 2015	Net Gains	Net Losses
ACT Region	35	32	0	3
NSW	34	33	0	1
NZ	20	22	2	0
QLD	22	21	0	1
VIC	52	47	0	5
No affiliation	10	19	9	0
TOTALS	173	174	11	10

Accredited Indexers

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

At 30 June 2015 there were 41 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 2015. 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 6. Indexers Available Annual Advertising Fees, July 2014 – June 2015

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 2015, there were 50 members with an *Indexers Available* listing. This figure is broken down in the table below according to branch affiliation and type of membership.

Table 7. Members listed on *Indexers Available* at 30 June 2015

BRANCH	Total <i>Indexers Available</i> subscribers at 30 June 2015
ACT	8
NSW	16
NZ	6
QLD	2
VIC	14
No Affiliation	4
TOTALS	50

See also the Website report for news on the redevelopment of *Indexers Available*.

Treasurer's Report

Receipts and payments – unaudited statements

1 July 2014 to 30 June 2015

Accounts in this report: Business Cash Reserve, Community Solutions Cheque Account, Credit card, Term Deposit.

Money In	\$
Accreditation	313.64
GST Output Tax	1034.78
Indexers Available	630.00
Indexers Available NZ	447.30
Interest Received	165.22
Membership	6280.00
Membership NZ	1811.93
NZ Conference	502.93
Online Service - Branch portion	522.17
Online Service - Service fee	66.21
Publications	50.00
Sundry Non-GST Receipts	-42.00
Transfers from other Accounts	17574.53
Training	3007.94
Total Money In	32364.64

Money Out	\$
Accounting Fees	1506.82
Advertising & Promotion	71.64
ANZSI Newsletter	165.29
Bank Charges	60.00
Branch Online Payments	522.17
GST Input Tax	809.86
ICRIS costs	545.45
Write Edit Index Conference in lieu of ICRIS Registration*	581.82
Insurance	656.36
License Fees	198.64
Merchant Fees	702.65
Postage	508.89
Postage GST-free	93.30
Printing & Stationery	287.82
Sundry GST Payments	70.45
Sundry GST-Free Payments	10.00
Sundry Non-GST Payments	-55.00
Transfers to other Accounts	17264.29
Tax Office Payments	-146.00
Telephone	58.48
Travel Expenses	863.98
Website	1880.36
Total Money Out	26657.27
Net	5707.37

* This funding was approved for expenses of an ICRIS representative, who requested that the funds be redirected to assist a New Zealand member to attend the Write | Edit| Index Conference.

Consolidated financial statement 2014-15

INCOME

Jul 2013–Jun 2014	Council or Branch	Jul 2014–Jun 2015
\$		\$
17,466.71	Council	14,790.11
1,502.50	ACT Region Branch	7,580.27
6,426.50	NSW Branch	2,181.00
(NZ\$ 1,310.49)	NZ Branch	(NZ\$ 147.63)
1,217.18		129.91
1,320.10	Qld Branch	21.22
3,964.54	Vic Branch	3,458.50
\$31,897.53	TOTAL	28,161.01

EXPENDITURE

Jul 2013 – Jun 2014	Council or Branch	Jul 2014 – Jun 2015
\$		\$
20,264.46	Council	9,392.98
3,892.77	ACT Region Branch	4,122.21
6,723.43	NSW Branch	8,611.45
(NZ\$ \$1,025.71)	NZ Branch	(NZ\$ 3,484.77)
952.68		3,066.60
1,392.64	Qld Branch	332.89
6,933.05	Vic Branch	7,206.51
\$40,159.03	TOTAL	32,732.64

ASSETS

Jun 2014	Council or Branch	2015
\$		\$
15,707.62	Council	22,013.57
4,412.30	ACT Region Branch	7,870.36
32,570.45	NSW Branch	26,770.52
(\$NZ 10,442.70)	NZ Branch	(NZ\$ 5,453.40)
9,699.18		4,798.99
822.04	Qld Branch	0
46,044.83	Vic Branch	42,323.82
\$109,256.42	TOTAL	103,777.26

Note:

2014-15 NZ\$ amounts converted to AU\$ at the rate of 0.88 (30 June 2015)

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

Finances in the ANZSI restructure

Planning began for the consolidation of Branch funds and the centralisation of expenditure as a result of restructuring.

Education Coordinator

Educational activities were carried out by a number of branches.

NSW

Introduction to Book Indexing held on 18–19 July 2014, 11 attendees.

Jon Jermey developed screencasts for training purposes.

Victoria

Is the Index Any Good? workshops, February 2015, 13 indexers and editors attended.

ACT

Annual Report Indexing 18 April 2015, 8 attendees including non-indexers.

Joint ACT and NSW conference

From Beginning to Experience, Bowral, 16–17 August 2014. 25 attendees.

Write | Edit | Index conference

Number of delegates attending the Write | Edit | Index Conference on Thursday 7 and Friday 8 May was 260 and on Saturday 9 May reduced to 240. 130 delegates attended 9 workshops held on Wednesday 6 May –

divided into 2 full-day workshops and 7 half-day workshops. It is difficult to ascertain how many of the attendees were indexers because some attendees were both editors and indexers.

Two New Zealand members were sponsored/assisted to attend the conference.

A tally of the program indicates:

- 13 conference presentations, a roundtables session, and 1 workshop were solely indexing-focused.
- 7 conference presentations were of relevance to both indexers and editors, as were the keynotes.

At the conference Lindy Allen gave a presentation on mentoring in ANZSI, including a historical summary.

Education Committee Proposal

At the June 2015 Council meeting Lindy Allen presented a paper proposing the reformation of an education committee (Doc 39-072). The idea was promoted in the newsletter. I received nil responses.

**For expenditure on and revenue from training see branch financial annual reports, ANZSI annual financial report, and Write | Edit | Index conference report.*

Accreditation Committee

Members

Sherrey Quinn (Chair); Madeleine Davis; Tordis Flath; Jean Norman; Michael Wyatt and Shirley Campbell – Receiving Officer (Accreditation). Karen Gillen joined the committee late in the 2014–15 year, but subsequently resigned.

Board of Assessors to Accreditation Committee

In February 2015 the name of the Board of Assessors was changed to Accreditation Committee, which is more descriptive of its role.

Applications for Accreditation

Three applications were assessed during 2014–15; none were successful. In accordance with normal practice, reports of the assessors' comments were provided to applicants.

The application fee during 2013–14 was Aus\$82.50 (inc. GST) or Aus\$75 (NZ residents only).

Accreditation policy/procedures and Register of Accredited Indexers

A report on accreditation statistics and processes, prepared by Mary Russell in May 2014 (Doc 38-074), together with a response by Sherrey Quinn and Shirley Campbell (Doc 38-095), and comment by Julie Daymond-King (Doc 38-105) on database indexing, was discussed by Council in August 2014. Council agreed that there was no need for review of accreditation processes. A future action for the Accreditation Committee will be to consider how accreditation might be expanded to cover non-book-style indexing (eg, database and website indexing).

The Register of Accredited Indexers was augmented with pre-2002 historical information provided by Max McMaster in February 2015.

The Chair of the Committee spoke on the topic 'Evaluating indexes for accreditation: what the assessors are saying' at *From B to E: Beginning to Experience*, the ANZSI ACT/NSW Regional Conference held in Bowral NSW, 16–17 August 2014, and on what editors should look for in an index at the Write | Edit | Index Conference, Canberra, May 2015.

In response to an invitation from Maureen MacGlashan, Editor of *The Indexer*, the Chair wrote an article discussing published criteria for evaluating indexes and ANZSI experiences with accreditation. This article was written in a private capacity; the opinions expressed were personal views, and did not purport to be official views of ANZSI. The article was published in *The Indexer*, vol 33, no 3, September 2015, pp 107–112.

Meetings

The committee conducted its main business by email and telephone during 2014–15. The Chair and Receiving Officer met from time to time, and four members of the committee (Madeleine, Michael, Shirley and Sherrey) had informal discussions of accreditation matters at the Bowral Seminar and the Write | Edit | Index conference.

Web pages

The Accreditation web pages were updated from time to time to reflect current policy and to include guidance for applicants, information about the assessment process, and tips for achieving Accreditation.

Promotions and Publicity Committee

Members

Nikki Davis (Chair); Karen Gillen (until May); Max McMaster (until May); Denise Sutherland (from May); Jane Douglas (from May)

Inaugural John Simkin Medal

A campaign was run to raise awareness of and to encourage nominations for the inaugural John Simkin Medal, targeting indexers, editors, librarians and publishers, and which resulted in six nominations. The Australian Library and Information Association's unwillingness to help promote the Medal was a disappointment.

Portrait of John Simkin – background

The Victoria Branch was gifted a portrait of John Simkin by Joyce McGrath, a former member of AusSI, and former Arts Librarian at the State Library of Victoria. In light of Joyce McGrath and John Simkin's connection with the State Library, as well as the Library's ability to take proper care of the portrait, it was donated to the Library by the Victoria Branch. A replica portrait was created for use by ANZSI.

Logo for Accredited Indexers

Denise Sutherland created an attractive logo which is now available to all Accredited Indexers for use in email signatures and websites, as well as on business stationery.

Promotion at the conference

See conference report.

Newsletter

In July and August the newsletter was managed by stalwart Council members, Denise Sutherland and Michael Wyatt. A new external editor, Katie Millar, took over the newsletter from September 2014 to December 2014, at which time she resigned due to pressures of work. Denise Sutherland took over as newsletter editor from the January/February 2015 issue.

Over the 2014–15 year, the newsletter was published regularly, at the start of each month, with a combined issue for Jan/Feb. There was always a good supply of material for the newsletter.

The average email open rate for 2014–15 was 67%, and average click through rate was 43% (statistics from MailChimp). The newsletter was also regularly sent to nine ‘reciprocal societies’, such as editors’ societies; around half of these recipients read the email.

Ebook editions were gradually phased out over 2015, due to time pressures on the editor and supporting volunteers, and low uptake by members.

Website

The 2014–15 year was a momentous one for the ANZSI website. Our long-time host, LinkDigital, indicated that they would no longer be supporting .asp sites, and would be decommissioning the server our site ran on. This necessitated quick action on our part. A Website Redevelopment Working Party was established in late 2014, comprising Alexandra Bell and Denise Sutherland, both of whom work professionally in website development.

WordPress was selected as the content management system, and hosting was with DreamHost, an American-based hosting company that specialises in WordPress sites. A complex set of plugins was chosen after extensive testing, to create the various functions required for the site, such as Indexers Available, a members section, and online payments.

The Website Redevelopment team liaised with the IA Redevelopment Working Party to determine the functions required for Indexers Available. They also carried out a full website audit, card sorting exercise for members, and a member survey to help design the new user interface and information architecture for the site. All content on the old ANZSI website was archived, updated, checked, and hundreds of PDFs were processed and collated to conform to file naming standards and provide improved access.

The new site launched in early May 2015, just before the Write | Edit | Index conference opened. Since launching, Ali Bell has been the webmaster, with Denise Sutherland as backup.

Awards Committee

In February 2015, the Australian and New Zealand Society of Indexers (ANZSI) invited nominations for the inaugural John Simkin Medal – an award recognising an outstanding index to a book compiled in Australia or New Zealand. The John Simkin Medal, previously known as the ANZSI Medal, was renamed in honour of John Simkin, one of the founding members of the Society, who passed away in 2014.

To attain the Medal, indexes had to be of the highest calibre. The index needed to be substantial in size, the subject matter complex, with the language, form and structure demonstrating the indexer's expertise in serving the primary needs of the text and the reader. There were no restrictions on the subject matter of the book, and the text could be in either paper or electronic format. The book had to be commercially available and have an imprint date of 2012 or later. The index must have been compiled in Australia or New Zealand, although the text to which it referred may have been published elsewhere.

Six entries were received, falling into two categories – histories and biographies. Five of the indexes were thoroughly competent works, but the sixth had serious deficiencies and would have struggled to achieve ANZSI's Accreditation standard. Of the remaining five, none was without fault, however two were graded as Commended, for the sheer amount of work involved and the complexity of the material indexed. The indexers commended were Jill Gallop and Karen Gillen.

Subsequent to judging and publication of the judges' report in the Newsletter, it was learned that a seventh Medal application had been sent but apparently due to mismanagement within Australia Post, the international airmail parcel was lost. The ANZSI member was understandably upset by this eventuality.

This case of the lost application highlighted deficiencies in the Medal application process and for the 2017 Medal round the Medal Panel has recommended that all applicants send an email saying that a parcel is on its way. In that way a check can be made and action taken if a parcel doesn't arrive within a few days.

As some means of compensation for the indexer concerned, two Medal Panel members suggested that they borrow the book and provide a peer assessment of her index and give appropriate feedback. She was very pleased for this to happen. The large, academic tome was borrowed. This assessment of the work suggested that the index was worthy of being commended and could have been a contender for the Medal.

This outcome caused a dilemma within the Panel. Should the 2015 Medal round be re-opened to allow the index to be considered, since its absence was neither the fault of the applicant nor the Panel, and since it was such a strong candidate, or should the applicant be asked to reapply for the 2017 round, for which her index would still be eligible. Considering what would be fairest for the applicant, the Panel made a strong recommendation to Council for her application to be considered in the 2015 Medal round. Council rejected the application on the grounds that the John Simkin Medal was deemed to be a competition and it was up to the applicant to ensure their application was received by the due date, and that the judging had been finalised and publicly reported in the K... Newsletter and at the 2015 Conference. The candidate was invited to re-submit the entry in 2017.

ICRIS

Informal meetings of ICRIS were held at the ANZSI Conference in Canberra and the ISC/SCI Conference in Victoria, Canada.

Preparations are underway for the 2015 Triennial meeting to be hosted by ANZSI and held at SI Conference in York in September.

Index to the *ANZSI Newsletter* project

There has been no action on this project this financial year. For various reasons, the volunteer indexers have had to pull out of their commitment to index their allocated year.

Write | Edit | Index conference

Around 280 delegates from every state and territory in Australia, and from Belgium, China, Fiji, New Zealand, the Philippines and the United States gathered in Canberra in early May for a national conference of editors and indexers.

The conference, jointly hosted by the Canberra Society of Editors and ACT Region Branch of the Australian and New Zealand Society of Indexers (ANZSI), on behalf of IPEd and ANZSI, was held over 2½ days, from Thursday 7 to Saturday 9 May at QT Hotel Canberra. A full day of optional workshops was held on Wednesday 6 May.

Delegate registrations were 260 on Thursday, 263 on Friday and 235 on Saturday. The total number of participants, including guest speakers, session-only speakers and workshop-only participants, was 297. The nine workshops (7 half day and 2 full day) were attended by 130 delegates.

The program was built following a call for papers in early 2014. The call for papers attracted a diverse range of topics related to editing, indexing and broader subjects covering English language themes and business practices. The program ran across four streams, or concurrent sessions, and was well received. Plenaries were held at the beginning and end of each day to bring participants together.

We were fortunate to have three high-calibre and entertaining keynote speakers in Jackie French, David Astle and IPEd patron Roly Sussex, setting a warm and convivial tone for the conference.

A welcome reception was held at the hotel's private bar, Lucky's Speakeasy, at which we also hosted a successful book launch of Nick Hudson's *Modern Australian Usage* (all 50 copies of the book sold out).

The conference dinner was held in the Great Hall of University House on the Australian National University campus, a ten-minute walk from the conference venue. The dinner comprised a two-course meal, preceded by an hour of drinks and canapés. Peter Kanowski, Master of University House, was our host.

Merchandise (T-shirts, mugs, tote bags and journals) featuring the conference logo was made available from website CafePress.com until 30 June and a small assortment of items was also available to buy at the conference. We also ran a small conference 'bookshop' offering a range of relevant titles. Most books sold out. The merchandise made a small loss and the bookshop a small surplus.

The conference made a surplus of approximately \$27,000. This is essentially attributable to the workshop surplus of \$12,000 and cash sponsorship of \$11,700 (comprising \$5000 from the Society of Editors (WA), \$4000 from Editors Victoria and \$2700 from industry — PerfectIt \$750, Allen & Unwin \$750, Oxford University Press \$1200). ANZSI will receive 30% of the surplus (approximately \$8000).

Society websites, e-lists, Facebook and Twitter were used to good effect to promote the conference and could be used to greater extent in the future. Twitter proved to be a popular medium during the conference.

The conference website domain expired in mid-July. Important information is archived on the ANZSI website (anzsi.org/publications/conference-papers/write-edit-index/). Speaker presentations have been uploaded to both the ANZSI and IPEd ([iped-editors.org/Professional development/Conferences.aspx](http://iped-editors.org/Professional%20development/Conferences.aspx)) websites.

Feedback about the conference was overwhelmingly positive and the organisers received a lot of praise. A detailed report about the conference and its administration will be submitted to IPEd and ANZSI. There are excellent summaries of delegates' conference experiences in the June issue of the *ANZSI Newsletter* (with another in planning for the July issue), and in the April–May issue of *The Canberra Editor*.

Finally, I want to acknowledge the people who put this event together: Denise Sutherland (committee, graphic and web designer, and web manager), Shirley Campbell (committee), Sherrey Quinn and Janet Salisbury (program), Madeleine Davis and Gaynor Evans (sponsorship), Mary-Ann Came (publicity), Tristan Viscarra Rossel (workshops), Malini Devadas (bookshop), Gabby Lhuede (printed program), Kaaren Sutcliffe (MC for the conference), Geraldine Triffitt, Karin Hosking, Emma Frater, Lindy Allen, Dallas Stow and Andrew Bell. Also thanks to Margaret Telford, Peta Robson, QT Canberra, University House, Conference Logistics and Sound Workshop.

Social media at the conference

A Twitter account was set up for the conference, @writeeditindex, in addition to the ANZSI Twitter account. This account garnered 122 followers, and put out 280 tweets during the conference week. The #writeeditindex hashtag was widely used.

Several ANZSI members, Jane Douglas, Denise Sutherland, and Elisabeth Thomas, did live tweeting on these two accounts during sessions. There were also frequent updates to the ANZSI Facebook page, and some blog posts, during the conference. In future, we recommend that more people are assigned to these tasks at conferences; it was a lot of work for a small number of people.

Promotion at the conference

The new ANZSI website and Indexers Available were launched at the conference, and an ANZSI exhibition table was used as a base from which to promote these new features to editors. A team of ANZSI volunteers assisted with this during lunch and tea breaks. In addition, Denise Sutherland was instrumental in getting promotional flyers for the website and IA into the delegates' conference satchels.

The *Quiet Achievers in Indexing* book, a print version of the series which appeared in the ANZSI Newsletter, was displayed at the exhibition table as a promotional tool. Copies of the book were distributed to members who were featured in it, and it was also made available for purchase.

The new Accredited Indexers logo was displayed at the exhibition table, and six copies of the ANZSI publication *Indexing Your Annual Report* were sold through the conference bookshop.

ACT Region Branch report

Committee

The committee for 2014–15 comprised Denise Sutherland (President), Shirley Campbell (Secretary), Sherrey Quinn (Treasurer), Barry Howarth, Geraldine Triffitt, and Edyth Binkowski.

Committee meetings were held before Council meetings where possible, so that the committee could discuss items on the agenda, with their accompanying papers, for the forthcoming Council meeting. Six meetings were held during the year, at Denise Sutherland's home.

Thanks to the committee for their support, hard work, and guidance over the last 10 months.

Membership

The membership of the Branch is currently 33 members, an increase of three members since last year.

Branch activities

The ACT committee has not offered a great deal of activities this year, mainly because of the conference, but all this is about to change!

Annual Report Indexing

We held a very successful workshop on indexing annual reports in April. Sherrey Quinn was our trainer. This was held at Denise Sutherland's home, as the rental fees for the usual venue at the Griffin Centre had increased dramatically. We advertised the workshop to the Canberra Society of Editors, and had some external interest from several people who were responsible for producing government annual reports in-house. We had eight attendees, only three of whom were ANZSI members. Because of this, Sherrey included a basic introduction to indexing in the workshop, which was greatly appreciated by all.

The feedback on the course was very positive. Thanks to Sherrey for presenting such an informative and enjoyable workshop, and to Shirley for being a very able support person during the event.

Write | Edit | Index Conference

The main event in the past year was the Write | Edit | Index conference, organised jointly by the Canberra Society of Editors and our branch, on behalf of IPEd and ANZSI. This event was in planning for nearly two-and-a-half years, and was a huge success.

Various ACT Region members assisted in the organisation of the conference. Tracy Harwood was the convenor, and worked tirelessly all this time – and for quite some time afterwards too – to ensure a successful event. Shirley Campbell was also on the organising group for the entire time. Denise Sutherland was on the initial planning committee for a few months, and then for the final seven months of the preparations. She was also the graphic and web designer for the event, and webmaster.

Many ACT Region members assisted along the way, including Geraldine Triffitt, Karin Hosking, and Sherrey Quinn – thanks to Sherrey in particular; she played a significant role in developing the conference program, and she came up with the name ‘Write | Edit | Index’. Thank you to everyone from the ACT Region branch who helped make the conference such a success.

Shop, Indexing

Our CafePress indexing shop, with index-themed products, earned us a modest profit over the year. A small selection of conference gear was moved over to the shop last month. All proceeds from sales now go to Council. The address of the shop is <http://www.cafepress.com/indexing>.

ANZSI Council activities

The multi-location Council continued to function well this year under the stellar leadership of President, Glenda Browne. The President of the ACT Region Branch participated in council meetings as an ex-officio member. Our Secretary, Shirley Campbell, also attended several of the meetings, as a proxy for the Branch President.

ACT Region member Lindy Allen has been Vice-President since the last ANZSI Council AGM, and Coordinator of the Education Committee. She is also a very able proofreader for the ANZSI Newsletter. Thank you, Lindy, for your contribution to ANZSI in this role.

ANZSI Website

Our branch had a significant input into the new ANZSI website, which had to be created at short notice, because of changes to the hosting arrangement with LinkDigital. Denise Sutherland was one half of the team that designed and developed the new site, mainly responsible for the design aspect, and migrating and processing all of the content. Ali Bell, the other half of the team, has recently moved to Canberra, too. Ali was the webmaster, but this role passed over to Denise Sutherland earlier this month. Thanks to the Working Party for the Redevelopment of Indexers Available for the research and redesign work they’ve funded and carried out over the years, too.

Restructure

The restructure of ANZSI was unanimously voted for during a Special General Meeting held during the Write | Edit | Index conference. All ACT Region funds will be transferred to the main ANZSI account.

This is an exciting change. Rather than an end to things, or a sad event, it is an invigoration for our group, and of what we can provide for members in our region. We will be freed from the requirement to hold regular meetings, manage a bank account, and the other official business that goes into running a branch.

Instead, we can now put our energies and time into organising events for members. We are hoping to see more social events, more field trips, more indexing chats, more contact between us all. Which can only be a good thing.

So, we look forward to connecting with those of you who wish to be connected and would love to hear your ideas for activities; we can't wait to put them into action.

NSW Branch report

Committee

President: Mary Coe

Secretary: Elisabeth Thomas

Treasurer: Anna Farncomb

Members: Alexandra Bell, Glenda Browne, Blossom Fernandes, Jon Jerney, Michael Wyatt

Committee meetings

The committee met via Skype. This method of communication ensured that meetings were accessible to committee members throughout NSW. The committee also used a Yahoo Discussion Groups email list and a DropBox site for electronic communication and digital archives. As of June 2015, the NSW Branch had 34 members, including two life members.

Branch activities

16 & 17 August 2014 A regional conference, "From B to E: Beginning to Experience", was held in conjunction with the ACT Region Branch at Craigieburn in Bowral, NSW. The program included sessions on taxation, accreditation, succession planning, best practices in indexing, and an update on ANZSI Council activities.

Sessions included "Taxes, Accounting and Indexing" presented by Anna Farncomb (Treasurer, ANZSI NSW); "The Empty Chair: Succession Planning for Indexers" presented by Judith Cannon and Jenny Wood (AIATSIS, Canberra); "Evaluating Indexes for Accreditation: What the Assessors Are Saying" presented by Sherrey Quinn (Chairperson, ANZSI Accreditation Committee); "Technology Petting Zoo" moderated by Mary Coe (President, ANZSI NSW); "Indexing Sins!" moderated by Denise Sutherland (Vice President, ANZSI Council); and "Council Q&A" chaired by Glenda Browne (President, ANZSI Council). These sessions were spread over Saturday

afternoon and Sunday morning, which allowed the conference attendees to enjoy networking over meals and afternoon tea.

Many thanks to committee members from the NSW and ACT Region Branches who organised the venue and program for the conference. The 2014 conference attracted 25 attendees, including indexers from other regional areas in Australia and from overseas.

2 October 2014 The NSW Branch Annual General Meeting was held at the Sydney Mechanics School of Arts in Sydney, following the ANZSI Council AGM. The only change in composition of the committee was the addition of two new general committee members, Alexandra Bell and Blossom Fernandes. The branch thanked Alan Walker for once again serving as Returning Officer. The AGM was followed by dinner at Lynn Shanghai restaurant.

16 November 2014 Members of the branch met at Mary Coe's house in Killarney Heights for a branch committee meeting and social lunch.

Training

18 & 19 July 2014 An Introductory Book Indexing Course was taught by Glenda Browne at the Sydney Mechanics School of Arts in Sydney, with eleven participants. Madeleine Davis and Anna Farncomb assisted with catering.

Jon Jermev developed screencasts for training and publicity purposes (<http://webindexing.biz/screencasts/>).

ANZSI Council activities

Members of the NSW Branch were involved in many Council activities and held positions on ANZSI Council (Glenda Browne as President and Michael Wyatt as Treasurer). NSW Branch responded to numerous issues raised by Council during the period and members were involved as both Council executives and on Council committees. The Branch also offered grants to ANZSI Council to assist with costs for teleconferencing and IA redevelopment.

NSW members were involved in the following working parties:

Website redevelopment – Alexandra Bell was ANZSI webmaster and chair of this committee.

Indexers Available redevelopment – Madeleine Davis chaired this working party. Mary Coe, Elisabeth Thomas, and Michael Wyatt were members.

ANZSI restructure – Glenda Browne was a member of this working party.

Social networking and memberships

ANZSI NSW was a member of Sydney PEN (an affiliate of PEN International, the worldwide association of writers, readers, publishers, and human rights activists).

ANZSI NSW was involved in maintaining the ANZSI Facebook page and Twitter account.

The branch committee also discussed several new initiatives, such as a mentoring program.

New Zealand Branch Report

Committee

President: Julie Daymond-King

Vice-President : Tordis Flath

Treasurer: Jill Gallop

Secretary: Rae Foster

Librarian: Judy Graham

Mentoring Coordinator: Susan Brookes

Past President: Robin Briggs

Committee member: Nelly Bess

Committee member: Daphne Lawless

Membership reached a peak of 21 by the end of this year, which is down from last, but is expected to stabilise again into the new year after resignations take effect.

No formal events were held, but communication remained high, especially over the major issue of restructuring of the Society, which was eventually endorsed by our membership. Concerns remain that mechanisms may not be properly in place to cope easily with New Zealand members' requirements for subscription rates expressed in New Zealand dollars to permit parity within our Branch. It is understood that exceptions are a nuisance for Council, but this was also a great deal of nuisance for New Zealand members, and has suspended re-registration to some extent. The mistakes were however rectified promptly with affected members being refunded and new invoices issued to others who have still to pay. The website information was amended for us, and the outgoing Branch Treasurer will work with the Society to further refine this wording to eliminate all confusion. We believe it is desirable that New Zealand members retain the option of paying by credit card as well as being able to make direct payments into a New Zealand bank account.

Likewise, another issue we have worked for in the past has not come forward properly in the new regime – incredibly, a check has disclosed two of our members missing from any kind of search for New Zealanders under the Indexers Available pages. It does not seem that a database is being employed and that a search engine is instead being used to return Australians as well in the result. Our publishers use this enquiry to find New Zealand indexers, able to index New Zealand materials. We would be happy if the Country/State fields drop-down boxes for selection were in the first level search options, as it used to function.

Otherwise, our membership reports satisfaction with the new newsletter and website formats and information made available therein. Those media, together with our own Library, are absolutely vital for the resources they offer to interested indexers Thirty-seven issues were made from the New Zealand Branch library in 2014–15.

However the moneys to be transferred to Australia have yet to be determined by negotiation. The library funding needs to be readily accessible for our far-flung Group to succeed, and we have always had a need to access funds once a year for face-to-face consultation. When we had fewer funds, we were able to access Council's resources by application with success, especially for training. (Our new members tend to do online courses.) So finances are a matter going forward, but we believe we should have access to more than the AUD\$200 currently mooted.

Please note that it is very likely we have a tax liability from income received from the 2013 conference. The amount is yet to be determined (and has not been reported in the Financial Statements for the last couple of years), and we hope to sort this out very soon. We will also notify our Inland Revenue Department of the branch's winding up, once the tax returns are up-to-date.

Also on finances, we were pleased to offer further sponsorship earlier this year to get Dr Daphne Lawless to the Write | Edit | Index conference in Australia, and we also thank Council for assisting a new member, Judith Wilson, to the same event. This kind of networking is important for our future, and we were regretful that accounting procedures were tricky, and wish to both apologise to, and thank Mary Russell and Michael Ramsden for their support. This issue was not one we felt willing or able to comment on at the time.

We do hope the Society is strong with Glenda Browne at its head, so experienced in so many aspects of indexing, and welcoming of New Zealand members. As requested by Council, our library assets have been reported and a dropbox has been created for documents to be archived in Australia.

Hence the New Zealand Branch is optimistic it can coalesce into Aotearoa/New Zealand Indexers without necessarily having Council representation, but we do request Council support for an independent country, with its own market, legislation, currency, tax regime, and culture. This has yet to enter the mindfulness of all the Society's officers.

Queensland Branch Report

The Queensland Branch ran a number of meetings under the Presidency of Jane Douglas.

Several of our active members have faced some difficult personal challenges in the past year. For this reason, meetings have been fewer and further between but the gatherings we were able to manage were well received.

In October I hosted a website building workshop in my home for interested members. Using an online video, together we walked through the beginning steps of setting up business websites for those present.

In November we enjoyed a Christmas break-up dinner at Made In Africa Ethiopian restaurant.

Denise Sutherland joined us via Skype as our guest speaker in March. Members thoroughly enjoyed hearing Denise's insights and lessons learned from her long experience with self-employment.

The April meeting marked ANZSI Queensland Branch's 7th birthday. In addition to sharing a special cake we were fortunate to have ANZSI Qld member Leslie Bryant as our guest speaker. Leslie delivered a fascinating talk entitled "Indexing and Cultural Connection" about her experience working in Vanuatu on a project that involved displaying a collection of art depicting the history of blackbirding. She also shared about a continuing Queensland State Archive indexing project that aims to help Pacific Island people connect with ancestors who came to Australia during that period.

Throughout the year as always we enjoyed gathering together for networking, information sharing, and fascinating conversations on all kinds of subjects. I look forward to seeing what form local groups might take as we move into a new era for ANZSI.

Victorian Branch

Committee

President: Nikki Davis

Vice President: Karen Gillen

Secretary: Ray Price

Treasurer: Max McMaster

Members: Terri Mackenzie, Michael Ramsden

Committee meetings

Eight meetings were held: 2 July 2014, 6 August 2014, 3 September 2014, 5 November 2014, 28 January 2015, 10 March 2015, 22 April 2015, 3 June 2015.

Branch events

July – The VIC – Working with authors

August – The VIC – Business aspects of indexing

September – The VIC – Assessing an index

November – The VIC – The structure of ANZSI and the Victorian Branch

December – The VIC – Victorian Indexing Club Recipe Book

January/February – The VIC – My first paid index

March – The VIC – Indexing Australian art

April – The VIC – Electronic indexing using Page Plus

May – The VIC – News from the Write | Edit | Index conference

June – The VIC – Vic Branch Library

Training

February – 'Is the index any good?' workshop. Attended by 13 editors and indexers.

ANZSI in Tasmania

Since our convivial gathering with Victorian ANZSI members at the Cascade Brewery in May 2014, ANZSI members in Tasmania have met only “accidentally”. The prime occasion we met was that of the relatively informal talk that I gave to members of the Society of Editors (Tas) and of the Tasmanian Writers’ Centre in July this year, at the invitation of the society.

Billed by the society’s president as “Indexing for Ignorami”, the talk focused mainly on the basics of back-of-book indexing. Mei Yen Chua and Clodagh Jones attended the talk and the three of us, together with another indexer whom I had not met and who doesn’t (yet) belong to ANZSI, fielded questions from society and centre members. Mei Yen, Clodagh, Stella Reuter and I hope to come together as the Tasmanian group of ANZSI members before long – to support (and inspire!) each other – with Clodagh as the group’s convener.

New groups

Melbourne Indexers

Council approved the formation of the Melbourne Indexers group at the June Council meeting. The first 10 page *Melbourne Indexer Bulletin* was sent to existing Victorian Branch members. The *Bulletin* included details of the group and the Library, as well as details of events for 2015 and other events of local interest.

While we are called the Melbourne Indexers we welcome all ANZSI members to join. As at 30 June we had 22 members. Information about the group and events is available at <http://anzsi.org/about-us/groups/melbourne-indexers/>. The group will be officially launched at our first event on 1 July 2015.