

**RYERSON INDEX INCORPORATED**  
**Inc 9890325**

Minutes of the first A.G.M. held 4<sup>th</sup> July 2009, at 2 p.m.  
Venue : Society of Australian Genealogists, Richmond Villa, 120 Kent Street, Sydney.

The Meeting was opened by John Graham, President at 2.10pm.

Members in attendance – 17.

Apologies were received by email.

Doug Laidlaw – committee member was unable to attend.

President's Report –

Adoption of the President's Report was proposed by Bill Shute, seconded by John Nance. No matters were arising. Adopted.

Secretary's Report –

Adoption of the Secretary's report was proposed by Bill Shute, seconded by Annet Latham. No matters were arising. Adopted.

Treasurer's Report

Adoption of the Treasurer's report was proposed by Michele Bruce, seconded by Bill Shute. No matters were arising. Adopted.

Election of the Committee

John Tann gave a vote of thanks to the retiring Committee.

Nominations Received for the Election of the Committee

John Graham, President

Peter Kettle, Vice President

Pauline Kettle, Secretary

Therese Delanty, Treasurer

Pat Schinkel, Committee Member

Doug Laidlaw, Committee Member

Bill Shute, Committee Member

As no other nominations had been received, in accordance with Rule 15(4) Election of Members, (if the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected) the above were appointed to the committee.

## A.O.B.

The President addressed the meeting

### 1. Priorities for Future Indexing –

- a) The days missing from the index should be given first priority.
- b) Back indexing to continue in a logical manner, but any indexing given to the Ryerson from early papers will certainly be accepted.
- c) Days or months missing from CDs held by the Look-up team will be dealt with on an ad hoc basis as requests for look-ups are received.

2. The original hard copies of the papers held by Joyce Ryerson have now been scanned by Alan Nancarrow. A special note of thanks was given by John Graham for Alan's assistance.

3. The Committee agreed to accept the quotes submitted by Rob McDonnell (IT) of \$500 to upgrade the indexing program and \$600 to enhance the website search facility.

Details of the changes were given as follows –

To the Indexing program – cost \$500

- Tighten the edit check when death date is the same as publication date to reject them all.
- Expand the program to full-screen, to better allow for the use of small-screen notebooks by indexers working in libraries.
- Allow for the correct entry of obits, with dates in the format YYYY-YYYY.
- Query (at the time of entry) any death dates more than one month in the past.
- Add an edit check for triple letters in all name and location fields.

To the search functionality on the website – cost \$600

- Remove the hyperlink on the newspaper title in each search entry returned.
- Provide a page-down function so that results greater than 500 entries can be displayed 500 at a time.
- Reintroduce the search by location feature (which will probably require another index to be built and maintained?) This feature may be the trickiest to ensure that it does not overload the server time.
- Provide a print button, which will produce a formatted printout (minus ads) of the screen.

4. There was general discussion by members present on indexing techniques and indexing issues.

5. A vote of thanks to Heather Garnsey, Executive Officer of SAG for her assistance in providing us with a venue free of charge for the AGM. This was proposed by Bill Shute and seconded by Michele Bruce. A formal letter will be sent by the President.

Determining a date for the 2010 AGM ideally later in the year will be addressed by the President.

The Meeting closed at 3.05pm