

RYERSON INDEX INCOPORATED

Inc 9890325

Minutes of the 4th Annual General Meeting

held on Saturday 22 September 2012 at 2 pm.

Venue: 10/49 Carabella Street, Kirribilli, Sydney, 2061

The Meeting was opened at 2 pm.

Present:

John Graham: President

Peter Kettle : Vice President

Pauline Kettle : Secretary

Therese Delanty : Treasurer

Alan Nancarrow : Back-Indexing Coordinator (SKYPE)

Maxine Honzcar : Training Coordinator (SKYPE)

Bill Shute : Committee Member (SKYPE)

Marshall Tanner :Member

Annet Latham : Member

Apologies received : 24

Minutes of the last AGM held on 29 October 2011

These were taken as read.

Proposed : Peter Kettle

Seconded : Bill Shute

Accepted

There were no matters arising from these Minutes.

President's Report

The report was read by the President and is recorded on the Ryerson site "Resources for Indexers"

Proposed : Bill Shute

Seconded : Marshall Tanner

Accepted

There were no matters arising.

Secretary's Report

Correspondence In –

- Donations received
- Report of errors found on site (very few)
- Liverpool F.H.S. invite to attend Fair

- Liverpool F.H.S. cancellation of Fair
- Note of thanks from Taree F.H.S. for attending their Fair held in May.

Correspondence Out –

- Acknowledgement of donations
- Acknowledgement of errors to be corrected. (very few)

General – correspondence with Sautelle White Lawyers in Merimbula regarding their donation and forthcoming donations, and including scans of their local papers (Eden, Merimbula and Bega).

Proposed : Bill Shute
 Seconded : Maxine Honzcar
 Accepted

Treasurer's Report

The report for the financial year 2011-2012 was presented to the meeting. The Treasurer's report is tabled on "Resources for Indexers".

Proposed : Annet Latham
 Seconded : Bill Shute
 Accepted

Matters Arising – The meeting discussed the placement of \$5,000 from our ING account to ANZ and a further Term Deposit investment be instituted for a short period which will be determined by the best interest available. This will attract more interest for the group.

Proposed : Annet Latham
 Seconded : Bill Shute

Election of Committee

The President thanked the committee for their contribution during the year. The committee stood down and the election results were read by Peter Kettle.

Proposals for new committee members received amounted to 7. All members from the previous committee were re-elected and appointments made :

John Graham: President
 Peter Kettle : Vice President
 Pauline Kettle : Secretary
 Therese Delanty : Treasurer
 Alan Nancarrow : Back-Indexing Coordinator
 Maxine Honzcar : Training Coordinator
 Bill Shute : Committee Member

All nominees were accepted.

Any other Business.

Facebook Page –

John Graham reported that at the Committee meeting prior to the AGM, discussion took place regarding a Ryerson Facebook page. It was felt that it would present a good opportunity for the Ryerson Index to appear in the social media. This would enable Ryerson to publish information into the public domain beyond that which is on our site.

Benefits of such a page were outlined to the meeting -

Ryerson's latest updates on numbers of entries and papers.

Where and when Ryerson is being represented at various functions either talks or trading tables.

Recording special dates such as AGMs.

Ryerson's background (About Us)

The opportunity for others to comment

In order to achieve this, a Promotions Officer/Person would be required to set up and then oversee the site. Jo Marsh had offered to set up and maintain such a site as she is experienced in this field and is happy to take on the position.

The committee had agreed to appoint Jo Marsh and for her to proceed with the development of the Facebook page.

Report on the Meeting with Rob McDonnell

A meeting had been held with Rob McDonnell our IT Provider regarding certain updates and additions required for our site. The issue of a new host will be investigated and we could, if necessary, afford up to \$1,000 p.a. for a service provider. This will enable our site to cope with the additions and extra demand on the site which the present provider would not be able to provide.

Location of the User Counter

Peter Kettle felt that the user counter on our front page does not fully represent the number of users due to many using our site directly from the search page and not entering the site from the front page. It was suggested that this be placed on the search page which will give us a true figure.

It was agreed that this would be included on the list of items to be given to Rob McDonnell for attention.

It was also commented that recorded on Rob's management pages of our site a full popularity counter of the countries who use our site are in place; the results show Australia (about 90%) followed in order by the United Kingdom, United States, Germany, New Zealand and about 20 other countries.

Bravenet

John Graham commented that the present version of Bravenet was the free version. This site analyses the usage of the site by researchers. He will evaluate the benefit of the professional pay version for our purposes.

Therese Delanty was thanked for her hospitality.

The meeting closed at 3.20pm