

**RYERSON INDEX INCOPORATED**

**Inc 9890325**

**Minutes of the 5<sup>th</sup> Annual General Meeting**

**held on Saturday 14 September 2013 at 1.30 pm.**

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

The Meeting was opened at 1.45pm

**Present:**

John Graham: President

Peter Kettle : Vice President

Pauline Kettle : Secretary

Therese Delanty : Treasurer

Alan Nancarrow : Back-Indexing Coordinator (SKYPE)

Bill Shute : Committee Member (SKYPE)

**Apologies** received : 23 members and Maxine Honzcar Training Co-ordinator.

**Minutes of the last AGM held on 22 September 2012**

These were taken as read.

Proposed : Bill shute

Seconded : John Graham

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 : Peter Kettle

Seconded : Bill Shute

Accepted

There were no matters arising.

**Secretary's Report**

Correspondence In –

- Donations received
- Report of errors found on site – mostly typing errors
- Two emails regarding inappropriate advertising appearing on our site
- Requests to Index Births and Marriages
- Emails from companies offering expand our exposure on the web.
- Requests to remove names from our site
- Parramatta Family History Group inviting Ryerson to talk at their meeting on 7<sup>th</sup> September 2013.

- Requests to Index
- Notes of thanks with regard to the usefulness of our site.
- Requests to help locate missing friends
- How to search queries
- Queries as to why a name does not appear on our site
- Contact from Berrima Family history regarding indexing

#### Correspondence Out –

- Acknowledgement of donations
- Acknowledgement of errors to be corrected
- Replies to the various queries and remarks as detailed above
- Acceptance to talk at the Parramatta Family History Group.

#### General –

Correspondence with Sautelle White Lawyers in Merimbula acknowledging their sponsorship and scans of their local papers (Eden, Merimbula and Bega).

Correspondence with Pacific Micromarketing and Marketsoft P/L and Greater Data acknowledging their donations.

Proposed : John Graham

Seconded : Alan Nancarrow

Accepted

There were no matters arising.

#### Treasurer's Report

The report for the financial year 2012-2013 was presented to the meeting. The Treasurer's report is tabled on "Resources for Indexers".

Proposed : Peter Kettle

Seconded : Bill Shute

Accepted

There were no matters arising.

#### **Back Indexing Coordinator's Report**

Alan Nancarrow commented on the following –

- Focus is being placed on back indexation of the Sydney Morning Herald. New Indexers are being directed to this endeavour unless a preference has been made to index another paper.
- 1943 has been directed to another indexer after the 1943 indexer retired
- The years 1922, 1935 through to 1946, and 1949 are being processed
- 1921 is now complete and 1922 is being indexed
- 1939 is nearing completion by John Kneale who will then start on 1934.
- 1934-1943 have no indexers working on these issues as yet.
- 1933 has been taken on by a new indexer

Proposed : Therese Delanty  
Seconded : Bill Shute  
Accepted

Matters Arising from Training Coordinator's Report -

Peter Kettle expressed that the West Australian paper is presently being indexed but with only one indexer and progress is slow due to the large content. It was agreed that emphasis should be placed on indexing the current issues of this paper in order to get a balance with other major papers. One or more indexers will be directed to this paper.

### **Training Coordinator's Report**

Maxine Honzcar submitted the following report prior to the meeting –

- 40 - Showed Interest
- 17 - Indexing
- 19 - No Attempts
- 1 - Unable as a Mac User
- 2 - With 1 Attempt
- 1 - Decided To Do Lookups Instead

Proposed : Bill Shute  
Seconded : John Graham  
Accepted.

### **Election of Committee**

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

Nominations for new committee members received amounted to 7. All members from the previous committee were re-elected to their previous positions:

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.**

No further business arose for reporting or discussion.

Thanks were extended to Therese Delanty for her hospitality.

The meeting closed at 2.50pm