

# **RYERSON INDEX INCOPORATED**

**Inc 9890325**

## **Minutes of the 6th Annual General Meeting held on Monday 8 September 2014 at 11.55am.**

**Venue: 32 Kanadah Avenue, Baulkham Hills, 2135 and SKYPE**

The Meeting was opened at 11.55 am

### **Present:**

John Graham: President

Peter Kettle : Vice President

Pauline Kettle : Secretary

Therese Delanty : Treasurer (SKYPE)

Alan Nancarrow : Back-Indexing Coordinator (SKYPE)

Bill Shute : Committee Member (SKYPE)

Maxine Honzcar: Training Co-ordinator. (SKYPE)

**Apologies** Received : 17 members

### **Minutes of the last AGM held on 14 September 2013**

These were taken as read.

Proposed : Therese Delanty

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 under "Resources for Indexers"

Proposed : Bill Shute

Seconded : Maxine Honczar

Accepted

Matters Arising –

Pauline Kettle enquired if the training with Rob McDonnell to operate the site is still going ahead. John commented that it is still under review as arrangements have to be made to coincide with a long visit to Sydney by John from Queensland.

### **Secretary's Report**

Correspondence In –

- 19 Donations received for the financial year and appreciative messages.
- Report of errors found on site – mostly typing errors totalling 30.
- Emails from companies offering to expand our exposure on the web to make more sales.

- Requests to Index
- Requests to help locate missing friends
- How to search queries
- Queries as to why a name does not appear on our site
- Sautelle White Solicitors continue to forward scans of their local papers.
- Christine Horton forwards weekly updates of notices in Balonne Beacon, Qld

Correspondence Out –

- Acknowledgement of donations
- Acknowledgement of errors to be corrected
- Replies to the various queries and remarks as detailed above
- Offers to index papers forwarded to Maxine Honczar for training.

Proposed : John Graham  
 Seconded : Therese Delanty  
 Accepted

There were no matters arising.

### **Treasurer's Report**

Net Income for the year 2013/2014 : \$662.65  
 Balance as at June 30, 2014 : \$20,843.06

The full report for the financial year 2013-2014 was presented to the meeting. The Treasurer's report is tabled on "Resources for Indexers".

Proposed : Peter Kettle  
 Seconded : Bill Shute  
 Accepted

Matters Arising :

Peter Kettle proposed that -

- A3 scanner should be depreciated at the rate of 40% p.a.
- Purchased software now out of date should be depreciated by 100%.

The Committee agreed with this proposal.

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

Alan Nancarrow commented on the following –

- Back indexing of the various newspapers in progressing at a pleasing rate.
- The completion of the back indexing of the *Sydney Morning Herald* is becoming a reality and should be complete within the next 12 months.
- Back indexing of the *Northern Star* (from 1876) should be completed within a month.

Proposed : John Graham  
 Seconded : Bill Shute  
 Accepted

There were no matters arising.

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

Maxine Honczar submitted the following–

- 28 - Enquired
- 13 - No attempts presented
- 1 - Laptop not compatible with our program
- 1 - Submitted with Chinese date characters which could not be changed
- 13 - Completed training and now indexing

Proposed : Bill Shute

Seconded : John Graham

Accepted.

There were no matters arising.

### **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.

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 Honczar : Training Coordinator

Bill Shute : Committee Member

All nominees were accepted.

### **Any other Business.**

- Operating Budget –  
John Graham presented a full Operating Budget for 2014/2015 – see last page. This had already been confirmed at the Committee Meeting held 8 September 2014.
- John Graham will be representing Ryerson at the NSW & ACT Association of Family History Societies Annual Conference 12-14 September 2014 to be held at Fairy Meadow, Wollongong by the Illawarra Family History Group. John was hopeful of recruiting some new indexers.

John Graham again expressed his thanks to the Committee and all involved who make the Ryerson Index the success it is.

The meeting closed at 12.30pm.

**RYERSON INDEX INC**  
**BUDGETS FOR THE PERIOD 1 July 2014 to 30 June 2015**

**Operating Budget**

<b>Income</b>		<b>Expenses</b>	
Corporate - Marketsoft	300	Web Hosting	100
Corporate - Greater Data	300	Govt fees	60
Corporate - Veda	300	Other general admin	200
Corporate - Sautelle White	120		
		Fairs - NSW State Conf, Wollongong (John) Sep	500
Other Donations	400	Fairs - Ulladulla (Sylvia Gauslaa) Feb	75
Interest	400		
<b>Total</b>	<b>1,820</b>	<b>Total</b>	<b>935</b>

**Capital Budget**

<b>Income</b>		<b>Expenses</b>	
operating surplus	885	replacement database software for Clipper	100
		Rob - possible website enhancements	500
<b>Total</b>	<b>885</b>	<b>Total</b>	<b>600</b>