

RYERSON INDEX INCOPORATED

Inc 9890325

Minutes of the 7th Annual General Meeting

held on Monday 10 August 2015 at 11am

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

The Meeting was opened at 11am

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 Honczar: Training Co-ordinator. (SKYPE)

Bob Atkins – Member

Annet Latham – Member (SKYPE)

Kay Brooke – Member (SKYPE)

Apologies: 25 Received

Minutes of the last AGM held on 8 September 2014

These were taken as read.

Proposed : Alan Nancarrow

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 : Peter Kettle

Seconded : Bill Shute

Accepted

Matters Arising –

- Therese Delanty commented that many had not heard about the Ryerson site. John Graham replied that at the conference he last attended the majority of visitors to our table were well aware of the Index and were complimentary.
- Annet Latham expressed a vote of thanks to John for his hard work.

Secretary's Report

Correspondence In –

- Donations received for the financial year and appreciative messages.
- Report of errors found on site
- Emails from International companies offering professional help to make our site more visible on the web to create more sales (not appropriate for our site)

- Requests to Index
- Queries on how to search
- 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
- Complaints regarding inappropriate advertisements on our site
- 7 advices regarding a breakdown on our site

Correspondence Out –

- Acknowledgement of donations
- Acknowledgement of errors to be corrected
- Requests to indexed directed to Maxine Honczar
- Replies to the various queries and remarks as detailed above

Proposed : Therese Delanty

Seconded : Kay Brooke

Accepted

Matters Arising -

- Inappropriate advertising – John Graham commented that in his recent Webinar for The Society of Australian Genealogists he advised the use of Ad Blocker
- Therese enquired if any more requests to have any names removed from the site. The Secretary replied in the negative.

Treasurer's Report

Net Income after expenses for the year 2014/15 : \$1,465

Balance as at 30 June 2015 : \$19,666

The full report for the financial year 2014-2015 was presented to the meeting. The Treasurer's report is tabled on "Resources for Indexers".

Proposed : Maxine Honczar

Seconded : Peter Kettle

Accepted

Matters Arising -

- John Graham queried that the Trial Balance sheet and the Summary Balance Sheet shows a discrepancy. The Treasurer commented that it would be investigated.
- Peter Kettle explained that the working account has been reduced and the monies transferred to the ING account. This is due to an increase in requests for our banking details to donate via direct transfer. The account would be kept down to a level of about \$200. The ING money is available at call.
- Annet Latham enquired if it was known how much was donated due to our look-up service. Comment was made that there was no way of ascertaining this.

Back Indexing Coordinator's Report

Alan Nancarrow commented –

- The back indexing of the Sydney Morning Herald is almost complete. Only 5 years remain and a few days missing. These are being processed and it is anticipated that the back issues of SMH will be complete before the end of the year.
- The Age, Melbourne – back indexing has commenced taking the papers from Google Archives although there are large gaps in issued papers. Only two indexers are working on this. Gaps back to 1954 will have to be filled by scans from microfilm. Back indexing prior to 1954 will be taken from TROVE.
- It is hoped that the indexers who are back indexing the SMH may be able to assist with The Age when the task of the SMH is complete.

Proposed : John Graham

Seconded : Bill Shute

Accepted

Matter Arising –

- John Graham commented that there will be a time when volunteers will have to be sought to visit the library to fill in missing days
- Saturdays seem to be the biggest problem as Google did not film Saturday issues of either SMH or Age. It is necessary to order hard copy of the papers from the NSW State Library
- Annet Latham asked about Press Display. John Graham explained that this is now available through the National Library, Canberra or NSW State Library. These libraries subscribe to Press Display but it is only available free for the last 12 months.

Training Coordinator's Report

Maxine Honczar submitted the following–

- 14 - Enquired
- 4 - No attempts presented
- 7 - Completed training and now indexing
- 2 – with one attempt only
- 1 – Postponed for family reasons

Proposed : John Graham

Seconded : Bill Shute

Accepted.

Matters Arising –

- John Graham made comment that more indexers are needed for The Age and papers available on Press Display.

Mentor's Report

- Bill Shute commented that since taking on the role as Mentor for new indexers only one indexer required assistance and confirmation that they were indexing correctly. New indexers have appreciated that this help is available to them.

Proposed : Peter Kettle

Seconded : Annet Latham

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.

Nominations to serve as committee members - total 4.

Alan Nancarrow
Maxine Honczar
Bill Shute
Robert Atkins

In accordance with the Constitution nomination forms were circulated to all registered Ryerson members. Voting forms were received by Peter Kettle.

The following committee members were elected –

Alan Nancarrow
Maxine Honczar
Bill Shute

No additional nominations to stand as officers were received.

The committee elected for 2015/2016

John Graham - President
Peter Kettle - Vice President
Pauline Kettle - Secretary
Therese Delanty - Treasurer
Alan Nancarrow – Committee Member
Maxine Honczar - Committee Member
Bill Shute – Committee Member

Any other Business.

- Bob Atkins was thanked for his offer to stand for election as a Committee Member. John Graham commented that Bob will be given a special assignment to which Bob has agreed. Bob Atkins was welcomed to the team. Details of his assignment will be finalised and reported on at a later date.
- John Graham will be representing Ryerson at the 2015 NSW & ACT Association of Family History Societies Conference 11-13 September hosted by the Port Macquarie & District Family History in Port Macquarie
- John Graham will also be representing Ryerson at the Queensland Family History Society conference in Brisbane on 3 & 4 October 2015.
- A promotional video about using the Ryerson site is to be investigated by Bob Atkins.
- The completely revised Ryerson Indexing instructions have now been circulated to all indexers.

John Graham expressed his thanks to the Committee and those present at the AGM for their continued commitment and also to all indexers whose involvement have made the Ryerson Index so successful.

The meeting closed at 11.55am.