

RYERSON INDEX INCORPORATED
Inc 9890325

14th Annual General Meeting
3rd December 2022 at 11am (Zoom)

Committee Members present:

John Graham – President
Peter Kettle – Vice President
Pauline Kettle – Secretary
Therese Delanty - Treasurer
Kathy Conroy - Assistant Treasurer
Robert Atkins – Vice President & Committee Member & Special Assignments
Paul Kean – Committee Member

Ryerson Members present:

Judith Ecuyer; Sandra Skinner; Lynne Bradley; Sue Lambert; Shari-Lei McLean

Apologies from Members received:

Jo Featherston; Sharyn Walsh; Marie Hoffman; Valerie Thornton; Bill Shute; Susie Rees; Shirley Bishop; John Nance; Bev Fryer; Kay Browne; Helen Tracey; John Selwood; Sue Suttle; Paul Owen; Lindsay Graham.

Many of those unable to attend forwarded thanks to the Committee.

Minutes

Minutes of the Annual General Meeting for the Financial Year 2021/2022 were taken as read:

Proposed – Robert Atkins
Seconded – John Graham

There were no matters arising.

President's Report (John Graham)

The President addressed the meeting and presented his report in full.

This report for the Financial Year 2020/2021 is tabled in 'Ryerson Resources for Indexers' and available to members.

Proposed – Robert Atkins
Seconded – Paul Kean

The President again thanked all members of the Ryerson Index for their continued support during the year which had resulted in the Index now containing over 8 million records.

There were no matters arising from The President's Report.

Treasurer's Report (Kathy Conroy)

Treasurers Report for the Financial Year 2020/2021 is tabled in 'Ryerson Resources for Indexers' and available to members.

Proposed – Peter Kettle
Seconded – John Graham

There were no matters arising from the Treasurer's Report.

Election of Committee Members for 2021/2022

All members of the Committee stood down. The President thanked all outgoing members of the Committee for their continued support during the year.

Nominations Received for the Committee for 2021/2022

John Graham	President
Robert Atkins	Vice President & Special Assignments
Kathy Conroy	Treasurer
Pauline Kettle	Secretary
Therese Delanty	Committee Member
Paul Kean	Committee Member
Peter Kettle	Committee Member

There being no other nominations for the Committee, these Nominations were accepted.

John Graham recorded that Peter Kettle had resigned as Vice President and Robert Atkins had agreed to stand as Vice President. Peter Kettle will remain as a Committee Member.

It is also recorded that Therese Delanty has resigned as Treasurer and Kathy Conroy has been appointed Treasurer. Therese will remain as a Committee Member.

General Business

The meeting was declared open to all Members present for their comments or items for general discussion.

Back Indexing

Robert Atkins summarized the progress of back indexing regarding *The Age* which is now nearly complete both back indexing and gathering. Work continues with the *Sydney Morning Herald*, *Maitland Mercury*, *Canberra Times*, *Cumberland Argus* and *Newcastle Herald*. He wished to acknowledge and thank the teams of indexers and gatherers who have made this possible – Judith Chivers, Craige Hicks, Shari-Lei McLean, Selina Lucarini, Craig Daly, Sharon Walsh, John Kneale, Judith Hill, Bev Fryer, Jennifer Cotman, and Jo Spreadborough.

Robert commented that more indexers are needed to complete the *The Age* from TROVE back to its origins and tasks with the other newspapers mentioned.

On behalf of all the team working with Robert, Shari-Lei McLean wished to thank Robert for his continued guidance regarding indexing and other tasks.

Instruction Booklet to Index

Pauline Kettle remarked that the number of applicants who express their interest to index do not proceed with the training program sent to them to complete. It was suggested that the possible reason being the size of the 20-page instruction booklet for not attempting the trial. However, when there is no response after a reasonable time, a follow up email is sent to enquire if they wish to continue, but unfortunately replies to that enquiry have not been forthcoming.

This was discussed by the Committee prior to the AGM and Kathy Conroy suggested that perhaps an appropriate basic list of instructions relating to the trial notices be included. Once they have carried out the training satisfactorily, then the full instructions or part instructions could be introduced depending on the material they will be indexing.

The indexers present at the meeting were asked if they had found the instructions daunting when first introduced to them. The consensus was that the booklet was very useful at the time of the training and continued to be a good reference guide once on the team.

It was suggested by Shari-Lei McLean to post a message on the mailing list asking for comment or suggestions to improve the instructions for those applying to index, or general comment regarding the usefulness of the instructions to them as indexers.

John thanked all Members for their support over the years resulting in a valuable resource containing close to 9 million entries.

The meeting closed at 11.40am