

RYERSON INDEX INCORPORATED
INC 9890325

First Committee Meeting held 28 January 2009 at 10.30am conducted by Conference Call on SKYPE.

Present :

John Graham, President

Peter Kettle, Vice President

Therese Delanty, Treasurer

Pauline Kettle, Secretary

Bill Shute, Committee Member

Doug Laidlaw, Committee Member

Pat Schinkel, Committee Member

John Graham opened the meeting.

Secretary's Report

Update on RII member numbers as at 28 January 2009 – 122 members

Correspondence in

- 140 emails regarding the Ryerson Index site drop out due to site technical failure.
- Document for signature from Pacific Micromarketing re agreement made with them.
- 40 thank-you replies (see below)

Correspondence out

- 140 replies sent to all who contacted the RII regarding the above failure detailing problems encountered and acknowledgement of their concern.
- Signed agreement document returned to Pacific Micromarketing.

Secretary's report agreed and adopted.

Treasurer's Report

Balance as at 28 January 2009 with the ANZ \$2,020.60

This includes residual balance transferred to the ANZ account from previous accumulated donations in the personal accounts of John Graham and Peter Kettle and \$20 donation.

Treasurer's Report agreed and adopted

General Business

Definition of Associate Member

It was suggested by Peter Kettle that the word "Member" be dropped and "Associate" only be used. He proposed that the definition should read -"Associates" are people who, through their

contribution to RI Inc., are entitled to become members and who have declined or not taken up the offer to be members of Ryerson Index Inc.”

This proposal was agreed and adopted.

John Graham proposed that the “Associates” will be invited again to become members and commented that at some time in the future the Topica mailing list will be discontinued.

John’s proposal was agreed.

Joining and Subscription Fee

John Graham proposed that both joining fee and annual subscription to RII will be zero. All agreed to the proposal.

Formal acceptance of Applications to RII for Membership

Formal acceptance of those who have subscribed to RII for membership was agreed upon. Proposed by John Graham, seconded by Peter Kettle, all agreed. All applicants will be informed by the Secretary.

Investment of funds

John Graham proposed that investigation be made regarding a high interest online savings account being established with Bankwest, ING or a similar institution in order to receive the best possible return on accumulated funds.

Discussion took place and it was agreed that further investigation was necessary due to the complexities of signatures required to operate such an account.

Website operational changes feedback

Therese Delanty reported that:

The new website format is attractive and easy to search. The member's link provides a fast and secure way to obtain and (?) exchange information.

Emails in the DPS-SYDNEY mailing list relate now to Family History matters which start email conversations. There does appear to be, however, doubling up of some of the emails and the use of "reply" to send an email has continued creating lengthy Digest issues. These are pounced upon, however, by vigilant members ensuring no repeats from that subscriber.

The new process in place for lookups was working well. In the DPS-SYDNEY mailing list there has been only one complaint email regarding the ceasing of unallocated lookups. Members of RII can request lookups for unallocated newspapers but there have been few of these so far. This is a welcome change from the large numbers from several "serial" requesters over the past year.

Projects/Objectives for 2009

Therese Delanty suggested that we should have a list of objectives for the coming year. It was discussed and decided that priority be given to the Index ahead of lookups, and that the years already covered or in progress should have the gaps in the Index filled wherever possible. The procedure suggested by John Graham was to work through papers already on the site first. Therese will liaise with Bill Shute with regard to this.

It was also agreed that when lookups are required to be carried out at the Library from newspapers, a complete photocopy of the whole page be made, not just an individual entry on that page.

Pat Schinkel raised the point that missed entries from newspapers already indexed have been encountered. John asked that all problems should be directed to him. Any entries need correcting should be forwarded to him.

Training of New Indexers

John Graham proposed that an experienced indexer be approached to train new indexers. John agreed to make some enquiries.

The Committee agreed with the proposal.

Back Indexing Team

John Graham suggested that an overall back-indexing coordinator be appointed. At present there are independent teams in various areas working on indexing. An overall coordinator will be able to oversee these teams to ensure that there is no repeat indexing being carried out. An invitation will be sent via the RYERSON_INDEX mailing list, asking for volunteers.

The Committee agreed with proposal.

New Look Ryerson website

Pat Schinkel expressed her thanks to Joanne Marsh for her assistance in setting up the new appearance of the Ryerson site. The Committee also expressed their thanks.

The meeting closed at 11.32am.