

RYERSON INDEX INCORPORATED

Minutes of the committee meeting held 4th July 2009 at 11.15am at Society of Australian Genealogists, Richmond Villa, 120 Kent Street, Sydney. A Conference Call on SKYPE was made to Committee Member Doug Laidlaw for the meeting.

Present:

John Graham, President
Peter Kettle, Vice President
Therese Delanty, Treasurer
Pauline Kettle, Secretary
Bill Shute, Committee Member
Doug Laidlaw, Committee Member (by SKYPE)
Pat Schinkel, Committee Member

John Graham opened the meeting.

President's Report

A private collection of death notices has been received and are being cross checked by Goulburn Library. 20 years has been completed and copies will be sent to John Graham for processing and comparison and entered into the Ryerson Index.

Secretary's Report

Minutes of the January 2009 meeting were taken as read.

Correspondence In –
91 emails received regarding second site failure of the former server.
12 donations received totalling \$714

Correspondence Out -
91 replies sent to all who contacted the RII regarding the site failure
Letters of acknowledgement and thanks to all donors.

Secretary's report agreed and adopted.

Treasurer's Report

As set out for the AGM.- Balance as at 30th June 2009 \$5,471.60.

Treasurer's report agreed and adopted.

General Business

1. Future Indexing -
 - The days missing from the index should be given first priority.
 - Back indexing to continue in a logical manner, but any indexing given to the Ryerson from early papers will certainly be accepted.
 - Days or months missing from CDs held by the Look-up team will be dealt with on an ad hoc basis as requests for look-ups are received.

The committee agreed with this action.

2. Representation at forthcoming Family History Fairs -
 - 30 August 2009 – Maryborough (Victoria) F.H. Fair - Doug Laidlaw agreed to attend and has already booked a table.
 - 18-20th September 2009 – Wyong F.H.G. 2009 Annual State Conference. – John Graham will ask a local indexer to attend. A table will be booked when this is confirmed.
 - 17th October 2009 - Port Stephens F.H.S. - John Graham will contact a local indexer to ask a local indexer to attend. A table will be booked when this is confirmed.
 - 31st October 2009 – Lithgow F.H.G. – Ryerson has been invited to speak. Bill Shute will contact the L.F.H.G. and enquire what is required and length of talk. An enquiry table may also be required.

The committee agreed that Ryerson should if possible be represented at these fairs.

Peter Kettle suggested that an appeal on the website should be made enquiring if anyone would like to represent Ryerson at any of their local family history fairs. The committee agreed to the proposition.

3. Suggested improvements to the Ryerson Index as submitted to Rob McDonell for quotes on upgrading/enhancements to the RI (refer John's email 2nd July).

To the Indexing program – cost \$500

- Tighten the edit check when death date is the same as publication date to reject them all.
- Expand the program to full-screen, to better allow for the use of small-screen notebooks by indexers working in libraries.
- Allow for the correct entry of obits, with dates in the format YYYY-YYYY.
- Query (at the time of entry) any death dates more than one month in the past.
- Add an edit check for triple letters in all name and location fields.

To the search functionality on the website – cost \$600

- Remove the hyperlink on the newspaper title in each search entry returned.

- Provide a page-down function so that results greater than 500 entries can be displayed 500 at a time.
- Reintroduce the search by location feature (which will probably require another index to be built and maintained?) This feature may be the trickiest to ensure that it does not overload the server time.
- Provide a print button, which will produce a formatted printout (minus ads) of the screen.

The committee agreed to the above expenditure of \$1,100.

4. John Graham commented that the arrangements with Pacific Micromarketing are progressing well.
5. An approach has been made to SAG. for an article about the Ryerson Index to feature in their September Journal. Heather Garnsey SAG Executive Officer has agreed. John Graham to write and submit the article by the end of July.
6. Randwick Library has requested some advertising literature of the Ryerson Index. It was pointed out by Therese Delanty that consideration should be given to upgrade our flyers for Libraries and fairs as well as backdrops for our representative tables at the fairs. Designs for both types of advertising will be investigated by Therese.
7. Future AGM dates –
A suggestion was made by one of the Queensland indexers that consideration should be given to the timing of future AGMs i.e. to later in the year when the weather is warmer in Sydney. It was suggested by John Graham that a fixed annual date should be considered such as the fourth weekend in September, the weekend following the Annual NSW State Conference of family history societies which is usually held at different venues. Discussion only took place and no firm decision was made. (To consult the members?)

The meeting closed at 12.35pm.