RYERSON INDEX INC

Minutes of the Committee Meeting held 30 October 2009, 10.30am by SKYPE

The Meeting commenced at 10.48am due to hook up delays.

Present:
John Graham, President
Peter Kettle, Vice President
Pauline Kettle, Secretary
Therese Delanty, Treasurer
Pat Schinkel, Committee Member
Bill Shute, Committee Member.

Apologies received from Doug Laidlaw

John Graham, President opened the Meeting

Minutes of the last meeting were taken as read. Agreed and adopted.

Matters arising from Minutes –

Modifications to the indexing programme and website-
John Graham advised that Rob McDonnell said the changes to the indexing programme should be complete by the end of November and changes to the web page to follow.

President's Report

Index entries –
The 365 day rolling average of entries for last year was 815 and the current year is 1,101.
400,000 plus entries have been added in the past 12 months and the site is receiving about 1,500 page views per day. This has been surprisingly constant for a year or more.

Updates continue to be sent to Pacific Micro Marketing. John Graham will contact them in January/February regarding continued updates.

Phil Holford has resigned as back indexing coordinator and Bill Shute has taken on the responsibility. The committee expressed their appreciation of Phil's contribution which has significantly raised the numbers of entries per day.

Secretary's Report

Correspondence– 10 letters of appreciation together with donations. All have been acknowledged. Various emails of thanks also received.

A small number of errors in the index have been pointed out to us – all have been rectified.

There are 129 current members and 4 active Associate Members. Therese requested an updated list of members be distributed to the committee.

Maxine Honczar reported that some applicants to become indexers do not follow it through. Only two applicants failed to transcribe satisfactorily.

Applications for Membership of Association received from

Roger M. Dietrich
Robyn A. Atherton

Both applicants were accepted by the meeting.

There was discussion on the problems that have come to light with keeping track on the progress of new indexers. However it is expected that these will be resolved through coordination of the various stages through Peter Kettle. A spreadsheet to track progress is being developed.

Treasurer's Report

Detailed financial statements were submitted to the Committee prior to the meeting. The current balance stands at $5915.66. Donations this financial year as at 30th October amount to $565. Expenses amounted to $158.45.

The treasurer commented that the photocopying expenses are expected to drop due to the increasing use of flash drives in the Libraries.

Application to change the ANZ account from Business to Community has been submitted and we are still awaiting the change.

Treasurer's report agreed and accepted.

General Business

A summary of notes received from the team leaders was presented to the meeting.
From this summary it is noted that

- The Victorian teams do not have enough indexers whereas NSW have many indexers but not enough papers to index. To address this problem it was decided that Mary Rawson and Emma-Jane Watson the Victorian team leaders be approached to find out if copies of papers especially the Ballarat Courier could be sent to Bill Shute (NSW) for his team of back indexers. The format of the copies has to be verified.

- Therese suggested that the Stawell Times-News be indexed from the web by one of our NSW indexers.

- Botany Bay F.H.S. continue indexing SMH 1966

- Bill Shute suggested that a new indexer working from Gosford Library copy and index 1965.

Representation at Family History Fairs –

30 August 2009 – Maryborough Family History Fair attended by Doug Laidlow
18-20 September 2009 – Wyong Family History Group 2009 Annual State Conference – Ryerson not represented.
17 October 2009 Port Stephen History Society Fair. Ryerson not represented due to lack of facilities at the venue.
31 October 2009 – Lithgow Family History Group – Bill Shute invited to talk and will attend.

It should be noted that at this stage the SKYPE connection failed. Peter and Pauline Kettle, John Graham and Bill Shute remained on line. It was decided to continue with the remaining items not requiring major decisions from the committee.

It was confirmed that all new indexers be directed to Bill Shute for distribution of indexing material.

John Graham suggested the indexing missing days of the Brisbane Courier Mail be extracted from AUS-NEWSPAPER-EXTRACTS. Bill Shute was asked to organise an indexer for this purpose.

John Graham reported that the Goulburn Post project is progressing well. It is estimated that approximately 25,000 entries 1930-1979 will be complete by the end of this year, and a further 20,000 from 1877-1929 and 1980-2005 will be examined for suitability later.

John Graham raised the timing of the AGM 2010. He suggested 4th Saturday in September to coincide with the Annual Family History Conference which will be held 3rd week in September in Bomaderry, NSW. A venue has to be found. The Secretary to make enquiries.

Advertising – Item 5 on the Agenda.

It was agreed the design for the flyers/handouts at fairs and talks and for the poster for display at libraries should be followed through by email discussion based on the designs presented by Therese Delanty.

The Meeting closed at 12.30pm.