

RYERSON INDEX INCORPORATED

Minutes of the Committee Meeting held on 9th January 2011, 11.45pm at “Bitter and Twisted Café”, Kent Street, Sydney.

Present –

John Graham, President
Peter Kettle, Vice President
Pauline Kettle, Secretary
Therese Delanty, Treasurer

By Skype link up
Bill Shute, Back Indexing Coordinator
Maxine Honczar, Training Coordinator

Apologies – Doug Laidlaw

The President opened the meeting at 11.45am.

The Minutes of the meeting held on 7th August 2010 were taken as read. No matters were arising. Proposed Bill Shute, seconded Maxine Honczar. Agreed and adopted.

President’s Report

As at 3rd January 2.75 million entries were recorded. 181 newspapers are now being indexed. Average new entries per day is 1,301. If continuing at this rate it is hoped to reach a total of 3 million entries in the third quarter of this year.

Beverley Du Boix was congratulated for her input recently which has impacted significantly on our total.

The President’s report was accepted (proposed Peter Kettle, seconded Therese Delanty).

Secretary’s Report

Correspondence In:

Donations received by Secretary – 3

Letters of thanks for our site - 15

Requests for correction of errors on our site -11

Emails regarding site down 17 September, 17 October, 2 December – total 6

Invitation to do a 15 minute presentation at Camden F.H. seminar in September 2010 duly cancelled by them.

Invitation to do same for rescheduled date 30 April 2011.

Correspondence Out:

Acknowledgements for donations

Replies regarding errors.

Reply to Camden F.H. Our attendance undecided.

Update on Ryerson members now stands at 142

Update of volunteers numbers 200 – not all active.

Secretary's report was accepted (proposed Bill Shute, seconded Therese Delanty).

Treasurer's Report

A full report was made by the Treasurer copies of which had already been circulated to the Committee. A copy is attached to these Minutes.

Total Assets \$7,048.76

The Treasurer's Report was accepted (proposed Peter Kettle, seconded John Graham).

Back Indexing Coordinator's Report – Bill Shute

Much progress has been made by the back indexing team since the AGM. Backing indexing of the SMH is well under way due to one indexer completing a week per day.

Material to supply back indexers may become in short supply before too long.

Filling the gaps of the SMH – 1961 and 1963 nearly complete.

SMH 1950's and 1960's gaps are being addressed.

SMH 1906, 07, 08 are completed but yet to be submitted

SMH 1909, 1910 and 1911 are being indexed.

Queensland Regional papers supplied by John Graham have now been completed.

Coordinator in Melbourne (Emma-Jane Watson) is forwarding Melbourne papers she has ready for indexing but require sorting before they are sent to indexers.

The Back Indexing Coordinator's report was accepted (proposed Therese Delanty, seconded Maxine Honczar).

Training Coordinator's Report – Maxine Honczar

Since October 2010 -

41 enquiries have been made to index and training programme sent.

3 replied deciding not to continue

21 no response to training programme sent

12 passed the training programme

4 made one attempt and did not resubmit another attempt.

1 failed.

A report of the type of mistakes made was submitted. An observation made was that the instructions were not read correctly, if at all. When errors are made an email is sent with an explanation.

The mistakes were discussed but it was felt that the instructions were clear enough.

The Training Coordinator's report was accepted (proposed Therese Delanty and seconded Peter Kettle).

General Business

- **Proposed changes to Hosting, presented by John Graham**

Current situation:

Database is stored at Hostmonster

- Domain - ryersonindex.net

Web pages and files for downloading are stored at Rootsweb

- Domain - ryersonindex.org

Public entry is via Rootsweb and the ryersonindex.org domain

- Seamless link to the database at ryersonindex.net

Current problems:

1. Rootsweb seems to have more and more outages. Each time they go down, we lose our site (except for those smarties who know the address of the search page)
2. Our number of page views is increasing. While it is now two years since we have been taken down for overuse, every day brings us one day closer to the next time. We need to do something to mitigate this risk.

Possible solutions:

1. move the rootsweb pages to another host (such as Platypus). Low cost option. Solves problem 1 but not problem 2.
2. set up a second account, either with Hostmonster or another hosting site (such as Blue Host). Duplicate the database, and share transactions between the two databases. Moderate cost option. Solves problems 1 and 2.

Costs involved:

Rob has quoted us around \$600 to duplicate our environment at Hostmonster.

The annual hosting charge from Hostmonster will double, because of the duplicated setup.

Decision:

After some discussion, it was agreed that the best solution for us is to move the ryersonindex.org domain from Rootsweb to Hostmonster, and duplicate the database there. (Proposed Peter Kettle, seconded Therese Delanty, all in agreement.)

The issue of our reliance on Rob was raised, and it was agreed that John would approach Rob for detailed written operating instructions, sufficient for a technically competent IT professional unfamiliar with Ryerson to be able to maintain our site in the case of Rob's unavailability. John will use the instructions as the basis for a full Disaster Recovery Plan.

- **Representation at Family History Fairs and seminars in 2011.**

Consideration will be given by the committee regarding representation at these events when we receive notification from the conveners. If talks are required they must allot a reasonable time. It is thought that many do not have an understanding of what can be achieved on our site. Representatives do have to travel some distance and this has to be taken into consideration.

- **Expanding country and Interstate papers coverage**

It was suggested that a note to the effect “Can you copy your local paper....?” could be placed on the front page of our site. John Graham will investigate this.

- **Copying from State Library or other Repositories**

It was commented by Pauline Kettle that more volunteers are needed to copy from papers at the State Library which can transferred to disc for Bill Shute distribute.

- **Gaps in CD issued to look up Volunteers**

Therese Delanty said she would be happy to continue to carry out this task from the State Library in Sydney and forward the data to the person requesting the information.

The meeting closed at 12.40pm.