RYERSON INDEX INCORPORATED

Minutes of the Committee Meeting held on 28th May 2012 at 10.40am. via SKYPE

Present –
John Graham, President
Peter Kettle, Vice President
Pauline Kettle, Secretary
Therese Delanty, Treasurer
Maxine Honczar, Training Coordinator
Alan Nancarrow, Back Indexing Coordinator
Bill Shute, Committee Member

The President opened the meeting at 10.40am.

Minutes of Meeting held on 5 December 2011

The Minutes of the meeting held on 5 December 2011 were taken as read
Proposed: John Graham
Seconded: Therese Delanty
Accepted.

Matters Arising from Minutes –

Sydney Morning Herald - 1962 missing dates to be sent to Therese Delanty for copying at the State Library.
Peter Kettle will look into the practicalities of copying the whole page on the SL site.

President's Report

- Approximately 1500 notices a day are being received.
- The Sydney Morning Herald gap is closing; now only 1920s to 1940s mot being indexed.
- Increase in papers being indexed.
- Nearly every indexer is now using zip when sending. This has cut the processing time by three quarters.
- Streamlined update process – only those newspaper pages that have been changed. Process now takes approximately 15 minutes.
- Marketsoft and Pacific are still receiving regular updates – no complaints received from them.
- Googledocs – is now operational, although it has not been used much as yet.
- Courier Mail – Dawn Montgomery is now indexing this paper and also filling in missing days.
- Yarra Plenty Library – Indexer is still experiencing Windows problems which may be associated with using the Library's equipment.
- No response has been received from Rob McDonnel on the Yarra Plenty problem.

Proposed – Peter Kettle
Seconded – Therese Delanty
Accepted.

Secretary's Report

Correspondence in -

- Donations received from 6 December 2012 – 5

- Requests for correction of errors on our site - 8 (excluding those sent in to Peter Kettle from the Adelaide Advertiser – approx. 24 fairly minor)
- Invitation to attend Taree Family History Fair 20 May 2012

Correspondence out –

- Acknowledgement of donations
- Acknowledgement of errors
- Acceptance to attend and ordered a table for Ryerson display.
- Volunteer numbers cannot be assessed as indexers do not inform us when they discontinue.
- Invitation received at Taree FH Fair from Tomaree Family History Group, Nelson Bay, to talk at one of their meetings. This was accepted by Pauline and Peter Kettle.

Proposed – Bill Shute
Seconded - John Graham
Accepted

Treasurer's Report –

Statement July 2011-April 2012
Net Income – $3,117.41
Total Expenses by Secretary $94.20
Net Assets - $11,521.21 (All accounts, ANZ cheque, ANZ Term Deposit, ING Account)

Proposed – Peter Kettle
Seconded – John Graham
Accepted

Back Indexing Coordinator's Report – Alan Nancarrow

The number of back indexers is reduced to 2 or 3 regulars

Training Coordinator's Report – Maxine Honczar

19 enquiries
6 passed
1 failed (but now scans Balonne paper and forwards to Pauline Kettle for indexing, so not lost to us)
11 no attempts after instructions sent
1 - made one attempt, had to repeat and did not continue

Proposed by Bill Shute
Seconded John Graham
Accepted.

Special Motion:

The following Motion was put forward by Peter Kettle -

"Effective 1 May 2012 Ryerson Index Inc. will provide limited reimbursement of accommodation expenses to members who represent the Ryerson Index at Family History functions such as fairs, conferences, talks and demonstrations. Reimbursement will be up to $100 per room per night with a receipt."

After discussion it was agreed that reimbursement be made to those attending major events and has to be passed by the committee as and when the need arises.

John Graham suggested that we should only attend fairs within the Metropolitan area (Sydney or Brisbane) if a table only is offered. Smaller (non-Metropolitan) groups may not attract as many attendees; hence representing Ryerson with a table only at a distant fair involving travel expenses may not be a cost efficient way of promoting our site.

The Motion was passed as presented.

Proposed: Bill Shute
Seconded: Maxine Honczar
Accepted

General Business

Donortec –

John Graham reported that the appropriate forms have been sent.

It was raised as to how the situation is handled when a committee member resigns.

Mac Users.

John Graham pointed out that the Ryerson system it not programmed to accept Mac Computers. At present one indexer is forwarding his indexing as a spread sheet, and while acceptable from a single, highly-productive user, the extra work generated means this format is really not suitable for our general use.

Ryerson Membership

John Graham will review the list of names of those currently on the Associate list. It was agreed that all indexers be invited to become a member after a trial period. Membership does not attract any fees. An updated list will be sent to John by the Secretary.

Business Cards

Peter Kettle raised the idea of Ryerson business cards. The name of the committee member or representing member of Ryerson can be added by them. Peter will look into the types available and costs.

Annual Financial Report

Pauline Kettle raised the point that our end of year (July-June) Financial Statement should be published on our site prior to the Annual General Meeting and members advised on the mailing list. This will enable members to view the accounts before the meeting. This was agreed.

New Location Search

Peter Kettle reported that in response to the location search facility now available, about 6 or 7 genuine applications have been received. A number of invalid applications have been received, i.e. wanting Ryerson to do family searches.

Budgeting

Peter Kettle put to the committee that we should perhaps create a budget stratagem for Ryerson.

It was suggested that a budget should be set at :

$500 running expenses for IT
$250 for Administration including Fair Trading
$750 for promotion

It was also raised that we could ask those indexers outside the Metropolitan area to represent us by way of a table at their own local history fairs.

Any Other Business

John Graham agreed to look into the comparison of notices placed in the D.T. against the actual recording of annual deaths.

In reply to a query regarding Townsville Bulletin, the new indexer has been asked to start indexing and if possible fill in the missing issues since January 2012.

John Graham reported that the NSW & ACT Association of Family History Societies Inc. Conference will be hosted by the Botany FHS at Gymea on September 14-16 2012.

E-mail from Ann Woolf regarding copies of BMDs she has on disc for sale for $115, to be declined

John Graham proposed that we include a formal tribute to Barbara Willingham in our minutes.

The meeting closed at 12.15 pm.

A Special Tribute to Barbara Willingham

It was very sad indeed that we learned that Barbara's passed away in early April. She was one of our longest serving and most enthusiastic indexers and look up volunteer.

Barbara started indexing her local paper in September 2002 when she lived at Muswellbrook. She soon took on a number of other papers, indexing them from their websites, and continued to cover a large number of papers following her "retirement" move to Umina.

We will badly miss both her major contribution to the index, and her cheery presence at the AGM each year.

Vale Barbara

Ryerson Index Committee & Ryerson Friends of Barbara.