RYERSON INDEX INCORPORATED
Inc 9890325

Minutes of the Committee Meeting held 22nd September 2012
Venue: 10/49 Carabella Street, Kirribilli, Sydney 2061 at 11.15am.

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

The President opened the meeting at 11.15am.

The Minutes of the meeting held on 28th May 2012 were taken as read

Proposed : Bill Shute
Seconded : Alan Nancarrow
Accepted

Matters Arising from the Minutes –
None

President's Report

John Graham reported that a meeting had taken place between Rob McDonnell (Ryerson's IT manager); Peter Kettle, and himself, to establish

(a) That Rob will continue to maintain the Ryerson site
(b) If so, that our requests for delivery of changes be carried out in a reasonable time frame
(c) To detail the changes that are required to update the site.

Rob agreed that he would continue to manage/service our site and any changes would start after the end of October and this will be confirmed in writing.

A list of changes were set out viz –

- Validation of lookup requests
- Soundex search on surname
- Email addresses like xxxx@ryersonindex.org
- Location search improvement
- Change of host

Ryerson was represented by John Graham at the recent NSW State conference held 14-16 September by the Botany Bay F.H.S. John remarked that it was most pleasing to have many visit the Ryerson table to thank the group for their efforts.

John was also invited to give a brief eulogy at the State Conference dinner with regard to the passing of Joyce Ryerson. A thank you card was also received from Dr Susan Ryerson and Joyce's family for our separate condolences to the family.

Ryerson now appears on Wikepedia. The article appears to have been placed there by a past employee of the Sydney Morning Herald.

Indexing of notices has fallen slightly but progress is still being made with the Sydney Morning Herald. The SMH is now completely indexed from 1831-1915 and from 1951-2012. It is hoped that the intervening years and any gaps that appear will be completed in about 3 – 5 years depending on the availability of indexers.

Proposed : Peter Kettle
Seconded : Bill Shute
Accepted.

Secretary's Report

Correspondence In –

- Donations received
- Report of errors found on site (very few)
- Liverpool F.H.S. invite to attend Fair
- Liverpool F.H.S. cancellation of Fair
- Note of thanks from Taree F.H.S. for attending their Fair held in May.

Correspondence Out –

- Acknowledgement of donations
- Acknowledgement of errors to be corrected. (very few)

General – correspondence with Sautelle White Lawyers in Merimbula regarding their donation and forthcoming donations, and including scans of their local papers (Eden, Merimbula and Bega).

Proposed : John Graham
Seconded : Bill Shute
Accepted.

Treasurer's Report

The Accounts for the Financial Year July 2011- June 2012 were presented and read for this meeting. The Accounts are available on the website.

Proposed – John Graham
Seconded – Peter Kettle
Accepted

Matters Arising from Treasurer's Report -
John Graham suggested that funds be placed in Term Deposit to attract more interest. This should be carried out before the RBA meeting on the first Tuesday in October as the interest rate is anticipated to drop. He suggested an amount of $5,000 for a period of 5 – 6 months depending on the most attractive interest.

All the committee accepted the amount and terms.

Back Indexing Coordinator's Report – Alan Nancarrow

There is only one back indexer now. The Rockhampton hard copy papers donated to us have now been indexed. The papers ready to be indexed are kept in Google Docs for indexers to have access to but this is moving very slowly. This will be discussed under General Business.

Training Coordinator's Report – Maxine Honczar

Total for the year July 2011- June 2012
32 enquiries
13 now indexing
16 no attempts
1 failed
1 Mac user – unable to help

Coordinators's Reports
Proposed : John Graham
Seconded : Bill Shite
Accepted

General Business

<u>Facebook Page</u> –

This was raised by John Graham as he felt that it was a good opportunity for the Ryerson Index to appear in the social media. This could be achieved with a Facebook page and to push information out to the public beyond that which is on our site.

Benefits of such a page were outlined -

Ryerson's latest updates on numbers of entries and papers covered.
Where and when Ryerson is being represented at various functions either talks or trading tables.
Recording special dates such as AGMs.

Ryerson's background (About Us)
The opportunity for others to comment

In order to achieve this, a Promotions Officer/Person would be required to set up and then oversee the site. John put forward the suggestion that Jo Marsh be appointed. Jo is experienced in this field and is happy to take on the position.

The committee agreed to appoint Jo Marsh and for her to proceed with the development of the Facebook page.

Location of the User Counter

Peter Kettle felt that the user counter on our front page does not fully represent the number of users due to many using our site directly from the search page and not entering the site from the front page. It was suggested that this counter be placed on the search page which will present a more accurate figure.

After discussion the committee agreed that this would be put on the list of items to be given to Rob McDonnell for attention.

Peter also commented that recorded on Rob's management pages of our site a full popularity counter of the countries who use our site are in place; the results show Australia (about 90%) followed in order by the United Kingdom, United States, Germany, New Zealand and about 20 other countries.

Streamlining process of new indexers

In order to avoid new indexers being left in limbo not knowing what paper/s to index, Pauline Kettle put forward a process for the placement of new indexers.

1. All enquiries to come through rindex (as usual)
2. Letter and instructions to index to be sent out to the enquirer (as usual)
3. The trial index to be sent to the training coordinator (as usual)
4. Once the trial has been successfully completed, the new indexer will be informed by the training coordinator that training is complete.
5. The name will then be passed on to the back-indexing coordinator so that he can contact the new indexer to either go ahead with the paper if they have nominated a paper to be indexed, or direct them to Google Docs where the storage of back indexing material is placed.
6. The training coordinator will then also inform John Graham to expect a new indexer and the Secretary who keeps a record of the progress of the new indexer and places them on the mailing list.

Access to indexing instructions

Peter Kettle suggested that an icon be placed on the left hand side of our site marked "Do you want to become an Indexer"? (or similar)

The interested party can then have direct access to the instructions instead of going through the “Resources for Indexers” page. They can then view the instructions, assess what is involved and decide whether or not to proceed. If they decide to proceed they can then contact Ryerson through the rindex email address and this will automatically go through to the Secretary and noted. Once this link on the front page is in place an email can be forwarded to the training coordinator by the Secretary.

Update of Indexing Instructions

Doug Laidlaw offered to streamline the current indexing instructions. This is now being done.

Therese Delanty was thanked for her hospitality for hosting the Committee Meeting.

The meeting closed at 12.15pm.