

RYERSON INDEX INCORPORATED

Inc 9890325

Minutes of the Committee Meeting held 29th April 2013, 10am. via SKYPE

Present:

John Graham (President)

Peter Kettle (Vice President)

Pauline Kettle (Secretary)

Therese Delanty (Treasurer)

Alan Nancarrow (Back Indexing Coordinator)

Maxine Honczar (Training Coordinator)

Bill Shute (Committee Member)

The President opened the meeting at 10.05.

The Minutes of the Committee meeting held 22nd September 2012 were taken as read.

Proposed: Bill Shute

Seconded Alan Nancarrow

Accepted.

Matters Arising from the Minutes –

Peter Kettle raised the matter of Update of Indexing Instructions being carried out by Doug Laidlaw. John Graham commented that this was still pending.

President's Report

- John Graham reported that the current web site was working well. The site had only failed once recently, and this was quickly fixed by Rob.
- Rob is comfortable with the web site moving to Platypus.
- New web site is slow to develop; contact has been made with Platypus and a new sample of the site is imminent. John Graham will keep in weekly contact with Platypus.
- Publicity: Facebook is working well and has responses of 542 “likes” to date. Contacts with Facebook are arriving from overseas, and some comments are not necessarily Ryerson connected.
- Phillips & Cohen – several email contacts to Rindex have been made by this company seeking Ryerson data for their business purposes recompensing Ryerson with a donation or donations. They are a UK based company recently opened in Australia. Their business is involved with debt collecting from deceased estates. John Graham

expressed that Ryerson are certainly not in the business of providing data for such purposes and will contact them. The Committee fully agreed with this decision.

- Doug Laidlaw is probably not representing Ryerson at his local F.H. fair.
- John Graham is working with Stephanie Ryan organising a seminar at the State Library, Brisbane, in July this year. The topic is “Life and Death”.
- Bribie Island Family History Society has invited John Graham to speak at their monthly meeting in September.
- John Graham will be attending the NSW & ACT Association State Conference being held in Canberra 20-22 September 2013. It was felt that such a large event would benefit Ryerson as exposure at this level is important to us.

To this end John requested assistance with expenses as his round trip from Toowoomba would involve a night’s accommodation on the road (each way), and 4 nights’ accommodation in Canberra, plus petrol, plus conference fees. He estimated a total in the region of \$1,400-\$1,500.

After discussion, Bill Shute moved that the expenses incurred of around \$1,500-\$1,600 be reimbursed to John Graham after the event. Alan Nancarrow seconded this motion. The motion was carried.

- Further to last motion, it was suggested by the Secretary that whilst John was in the area consideration should be given to our AGM being held in that September period. This was agreed and a date has yet to be set.

Proposed: Bill Shute

Seconded: Peter Kettle.

Accepted.

Secretary’s Report

Correspondence In –

- Donations received from regular sponsors and appreciative researchers.
- Reports of errors on site – generally small typing errors
- Two complaints about inappropriate advertisements on our site.
- Further requests for birth and marriage notices to be added.
- Twelve requests for Ryerson to be registered with companies to expand our exposure. The majority of these come from China and India and within Australia. [Ryerson does not enter into correspondence with these companies – payment is always required for their services]
- Removal of names from our site.
- Invitation from Taree Family History Group to book a stall at their fair in 2014.

- Invitation for a speaker at Parramatta F.H. for 7 September 2013.
- Advance notice from Taree Family history group of their 2014 Fair.
- Note of thanks from an author Marilyn Campbell for our assistance with Ryerson data for her book “Heroes out of Reach”. The subject is around the disappearance of an RAAF medical evacuation plane over New Guinea.
- Note of thanks from a family who had found information regarding their natural father.

Correspondence out –

- Acknowledgement of all donations.
- Requests received for birth and marriage data to be included on our site was explained to the enquirers that we are only a death index. Very few birth and marriage announcements appear in contemporary papers.
- Invitation for a speaker at Parramatta F.H. in September will be taken up by Pauline and Peter Kettle.
- Removal of names from our site was refused and explanations given.

Comment was made by John Graham that free software called Adblocker could be used to avoid advertisement appearing, but our new site when up and running should not contain advertisements.

Therese Delanty made comment regarding removal of notices from site. It should be acknowledged that we are not an editing organisation and that Death Notices that appear in publications are in the public domain.

Proposed: John Graham

Seconded: Bill Shute

Accepted.

Treasurer’s Report

Summary – 1 July 2012- 31 March 2013

Total Assets \$17,880.44

Net Income - \$4,565.33

Fixed Assets - \$247.50

Full accounts are published on the site.

Proposed: Alan Nancarrow

Seconded: Bill Shute

Accepted.

Matters Arising from Treasurer's Report

Therese Delanty pointed out that the Term Deposits we hold have been rolled over including interest.

Peter Kettle enquired about the amount of \$247.50 fixed assets shown in the accounts. The Treasurer explained that this relates to the special office software that was purchased for the committee.

Back Indexing Coordinator's Report – Alan Nancarrow

Concentration is being made on completing back issues of the Sydney Morning Herald. Papers from Google Docs are being accessed and indexed.

Dropbox is closely monitored to see what is being indexed, and is working well.

Proposed: Bill Shute

Seconded: Therese Delanty

Accepted

Training Coordinator's Report – Maxine Honczar

21 enquiries

7 completed the trial

6 submitted one attempt requiring a further try – but did not try again

7 did not attempt trial

1 changed of mind after completing trial.

Proposed: Bill Shute

Seconded: Therese Delanty

Accepted.

General Business

New system of Newspaper distribution -

John Graham raised the issue that with the advent of News Limited and Fairfax introducing pay for view in a few months could influence the method of our indexing. The following issues were discussed –

- Pay for view will eventually affect not only major state papers but also local papers.
- Number of entries available free relevant to our indexing could decrease.
- Should we have to rely on filmed copies to arrive in the State Library which can be anything from two to three months (more for country papers) will certainly result in our indexing being behind.

- Film copies of papers at the State Library or local libraries would require volunteers to take on the task of copying.
- Pay for view is not agreeable to us.
- A standard letter addressed to Family History Societies asking for their assistance in scanning their local papers was considered worthwhile. Comment was made that the FHSs generally like to make indexing or collection of data from papers available for their own use or on selling by way of CDs. Further pleas by Ryerson may be necessary.

Dropbox.

John Graham commented that about two thirds of our indexers are using Dropbox for sending completed indexing to him. He felt the system was very successful and assists him being able to process the indexing much faster.

All new indexers are now required to contact John for an invitation to Drop Box as laid out in the instructions in Resources for Indexers.

Tentative dates AGM dates are 14th or 28th September 2013, but this has yet to be confirmed.

The meeting closed at 11.20 am.