

RYERSON INDEX INCORPORATED

Inc 9890325

Minutes of the Committee Meeting held 9th April 2014 at 11am. via SKYPE

Present:

John Graham (President)

Peter Kettle (Vice President)

Pauline Kettle (Secretary)

Therese Delanty (Treasurer)

Alan Nancarrow (Back Indexing Coordinator)

Bill Shute (Committee Member)

Apologies received from Maxine Honczar.

The President opened the meeting at 11.05am.

The Minutes of the Committee Meeting 12th August 2013 were taken as read.

President's Report

- Input to the index is progressing well.
- Averaging 1,500 entries per day which equates to approximately 0.5 million per year
- Error rate has dropped off, but further contact to some indexers is required
- NBN is assisting with the speed of uploading

Proposed: Therese Delanty

Seconded: Pauline Kettle

Accepted.

Secretary's Report

Correspondence In:

- Errors on site – 15 since the AGM meeting in September 2013
- Request for death to be entered where the newspaper had not yet been indexed – 2
- Advice of services down due to malicious attack on site – 12

- Request for a Bowral paper check from Bowral Southern Highlands FH for their use whilst checking their records for missing death notices and errors.
- Advertising on our site – not appropriate/annoying messages – 2
- Gympie Library – group indexing of their local paper for our site. (Still waiting for volunteers to come forward)
- Sautelle White Lawyers, Merimbula – still continue to send through scanned copies of their three local papers
- Constant flow of assistance from companies wishing to update our site to achieve higher ranking with Google, Yahoo, Bing and others. Mostly firms from China.

Correspondence Out:

- Replies to all of the above.
- Arrangements regarding Taree F.H. Fair in late May 2014.
- Arrangements regarding Kiama F.H. Fair in April 2014.
- Acknowledgement of all donations.

Proposed: Peter Kettle

Seconded: John Graham

Accepted.

Treasurer's Report

The Treasurer presented a report for the period 1 July 2013-31 March 2014. The summary is as follows:

- Total donations for the year \$1,235
- Net income \$1,354.43 (includes bank interest)
- Balance sheet total \$18,106.49

It was agreed that the ANZ Term Deposit due 13th April 2014 will be rolled over for 7 months at 3.15% being the best interest available. The other Term Deposit will be due for review in July 2014.

The full Treasurer's report is attached to these Minutes.

The Scanner and Computer Software will be written off as the total is under \$1,000.

Proposed: John Graham

Seconded: Alan Nancarrow

Accepted.

There were no matters arising from the Treasurer's Report.

Back Indexing Coordinator's Report – Alan Nancarrow

- Indexing the complete run of the Sydney Morning Herald notices is continuing.

- Indexing of the Nambucca Heads Guardian News will continue when the indexer returns from holiday.
- The Toowoomba Chronicle has a new indexer.

Various issues regarding back indexing were discussed.

Proposed: Bill Shute

Seconded: John Graham

Accepted.

Training Coordinator's Report – Maxine Honczar

The report was forwarded for the meeting.

From January 2014 to 8th April 2014

- 11 applications received
- 6 did not attempt the training
- 4 have completed the training
- 1 with 1 attempt – awaiting second attempt.

Maxine commented on the problems encountered when checking the training indexing.

- Indexers do not read the instructions, maybe just look for the answer for the notice they are indexing instead of reading the whole thing.
- Common problems are the type of notice, they seem to go by the date used eg if it's a funeral date then they assume it's a funeral notice. Confusion between "late of" and "at" but it is more to do with indexers not reading the notice properly.

Proposed: Therese Delanty

Seconded: Peter Kettle

Accepted.

General Business

Sponsors –

- Pacific Micro has now become Experian Pacific Micro. They indicated that they wished to continue to their sponsorship and receive our updated material. John Graham has been corresponding with them but since their email of early this year no funds have been received. The update of our data has been sent to them up to the end of February but as no further contact has been made by them the data is no longer provided by us. Should the funds be received by us then the updated material will be forwarded to them

- Veda Advantage – This company first approached us for our data in 2008. They were advised of our conditions and a sample of the data they would receive was forwarded to them. Nothing further was heard from Veda until two years later when they approached us again and the same material and conditions were forwarded to them. In April this year another approach was from Melbourne and the same information once again sent to them. They are now in the process of discussing with John Graham the format of our data and correspondence with them is still taking place.

Indexers and Indexing

- John Graham requested the indexers to inform him of the papers which they are indexing and by which method, hard copy or web. This is to streamline and update his records.

Invitation to non-members of Ryerson Index Inc .

- It was agreed that invitations to all indexers who are not members of RII should be invited to become members.

Mailing List

- John Graham expressed that all members should belong to the Ryerson mailing list. Unfortunately a few indexers have been unsubscribing of late.

Instruction Manual

- It was agreed that the instruction manual for indexing should be reviewed to make it more “user friendly”.
- Alan Nancarrow suggested audio visual instructions to demonstrate the filling in of the data. It was felt that this may create problems with queries.
- A Power Point may be considered.
- Bill Shute offered to be Mentor to all new indexers. All queries regarding indexing from the new volunteers will be directed to him and this may eradicate some of the mistakes from new indexers. This will avoid going through the Mailing List to begin with. Bill’s kind offer was accepted by the Committee.

Front Page of site – Search Button

- Peter Kettle suggested that “Free to Search” above the Search the Index link be added. This was agreed.

Corporate Support

- John Graham expressed the necessity to find a company to support our site. Various approaches to companies have been made, one in Newcastle, and two in Toowoomba but none of these companies could assist. Mainly companies who give IT support are for web design but little in the way of

support. Web City in Parramatta was also considered but due to dubious feedback, it was decided not to approach them.

- Rob McDonnell who has been our main contact in this regard may be able to give us further support. John will contact Rob who has indicated that he may be able to train one or two people on how the database operates so we can take it over if necessary. At present the main concern is failure of the site as experienced recently and the need to have someone available to fix the problems. Ongoing.

The meeting closed at 12.11 pm.