

RYERSON INDEX INC COMMITTEE MEETING

8 September 2014 at 11am by SKYPE

The Meeting opened at 11 am.

Present –

John Graham, President
Peter Kettle, Vice President
Pauline Kettle, Secretary
Therese Delanty, Treasurer
Alan Nancarrow – Back Indexing Coordinator
Bill Shute – New Indexer's Mentor
Maxine Honczar, Training Coordinator.

Minutes of the Committee Meeting held on 27th June 2014 - were taken as read.

Proposed Bill Shute, seconded John Graham.

Matters Arising:

- Instruction video. Therese Delanty advised that her enquiries suggested that the preferred way to go was a PowerPoint presentation with voice over. Peter Kettle to follow up.

President's Report:

- The site is advancing well with over 4.5 million names indexed with close to 2 million entries for the Sydney Morning Herald.
- Location search is running well.
- The spellings of place names that have changed over the years are being standardised to make the search facility easier to operate. Other adjustments are gradually being made due to typographical errors.
- It is hoped that by July/August 2015 the site should hold about 5 million entries and with this in view it should be considered that an approach to the SMH for another article to appear in the paper is justified.

Proposed by Peter Kettle, seconded Bill Shute.

There were no matters arising

Secretary's Report:

- Correspondence In & Out related mainly to general enquiries and responses to errors on the site.
- All donations received were acknowledged. Three had been three received since the June 2014 meeting totalling \$175 together with notes of appreciation.
- Invitation to attend the Australasian Congress 26-30 March 2015, in Canberra
- Mailing List enquiry inviting those not already a Ryerson Member to apply. This resulted with 8 new members joining.

- Three emails sent to those who recently enquired regarding indexing and not submitted any trial. Two replies were received. No firm commitment was made on either count.

Proposed John Graham, seconded Therese Delanty.

Matters Arising –

- The invitation to attend the Australasian Congress 26-30 March 2015, in Canberra was declined on the grounds of cost – at least \$500 before travel and associated costs were factored in.
- Number of Ryerson Members – 147.

Treasurer's Report - Therese Delanty:

The full report is presented online in the "Resources of Indexers".

Proposed John Graham, seconded Bill Shute

There were no matters arising.

Back Indexing Coordinator's Report – Alan Nancarrow:

- Back indexing of the various newspapers is progressing well. The completion of the back issues of the *Sydney Morning Herald* should become a reality within the next 12 months.
- Back indexing of the *Northern Star* is almost complete, and Alan expects it to be completed (from 1876) within a month.

Proposed John Graham, seconded Bill Shute

There were no matters arising.

Training Coordinator, Maxine Honczar:

- Since the June 2014 meeting – 6 enquiries; 3 no trial submitted; 2 completed; 1 unable to continue due to the laptop not being compatible with our program.
- Maxine commented that some may find the instructions to index are be too overwhelming.

Proposed John Graham, seconded Peter Kettle

John Graham commented that a rewrite of the instructions is underway.

New Indexer's Mentor – Bill Shute:

- Very few enquiries for assistance have been received. Most were of a fairly straightforward nature.

Proposed John Graham, seconded Peter Kettle.

There were no matters arising.

General Business.

Operating Budget –

John Graham presented a suggested budget for the forthcoming year 2014/2015 including Fairs and Conference in 2015 [Note the full report is attached to the AGM Minutes]

- Ulladulla (Feb 2015) Sylvia Gausla has volunteered to be our representative on the Ryerson table.
- Port Macquarie (September 2015) NSW State Conference to be attended by John Graham and Jo Marsh.
- Brisbane, Qld (Oct 2015) One day fair/annual conference (a new event for Qld) to be attended by John Graham and Jo Marsh.

Proposed Peter Kettle; seconded Bill Shute

Location Search –

John Graham outlined the changes being made to place names to be standardised in line with the current spellings laid out in the official postcodes book issued by the Post Office, and by the Geographical Names Board for localities without a postcode.

As part of the overall rewrite of indexing instructions, the section relating to standardised placenames was submitted to the Committee and approved. This will be distributed via the Mailing List shortly.

Page Numbers –

Bill Shute commented that he had received an enquiry for page numbers to be included on our site but had replied that this was not possible as page numbers can be misleading and are not always apparent on a filmed copy or available if copy is made from the web.

The meeting closed at 11.45 am.