

## **RYERSON INDEX INC COMMITTEE MEETING**

**16 February 2015 at 10.30am by SKYPE**

The Meeting opened at 10.45am.

### **Present –**

John Graham, President  
Peter Kettle, Vice President  
Pauline Kettle, Secretary  
Therese Delanty, Treasurer  
Alan Nancarrow – Back Indexing Coordinator  
Bill Shute –Mentor for new indexers  
Maxine Honczar - Training Coordinator.

Minutes of the Committee Meeting held on 8<sup>th</sup> September 2014 - were taken as read.

Proposed Bill Shute, seconded Peter Kettle.

### **Matters Arising:**

None

### **President's Report:**

- Since the last meeting an additional 29 newspapers are being indexed resulting in a total of 75,000 records being added to the site in the last 7 weeks.
- David Bales and Dawn Montgomery independently came across the site PressDisplay which has been a major avenue for filling in missing days from older papers. Those days have in part been missed due to “lost” indexers and can now be updated. The Adelaide Advertiser is included in this listing.
- The progress of the Ryerson site is encouraging and the response from indexers to assist back indexing the missing issues of papers has been very gratifying.
- Budget – operating costs are well within budget.
- The only expected expenses will be for Rob McDonnell who anticipates moving our hosting some time in April.
- Outstanding query to be addressed by Rob is the addition of a feature to search for entries added after a given date.

Proposed Bill Shute, seconded Maxine Honczar.

### **Matters Arising from the Report:**

Bill Shute enquired if there were any figures available regarding the comparison of entries to the Index of 75,000 this year against the figures of last year. John remarked that these figures were not available but commented that the number of

entries per week this year is in the order of 10,500. This is ahead of our projected numbers which are being enhanced by the additional back indexing.

Peter Kettle enquired about the Location Search facility and if the issue of searching for a location with only three letters, such as Esk, Dee Why and others, resulting in a nil result is being addressed by Rob. There is also another issue with regard to the Look Up facility whereby names that contain an apostrophe such as O'Hara is not accepted or recognised by the standard request form asked if this be added to Rob's list for resolution.

### **Secretary's Report:**

#### Incoming Mail

- Ulladulla South Coast "Yesteryear Expo" scheduled for 14<sup>th</sup> February 2015 has been cancelled.
- Nepean Family History Society fair at Penrith advised us of their event to be held on 15<sup>th</sup> March 2015.
- Requests for an explanation of the terms we use on the Results Page on our site.
- Information continues to be sent to us regarding missing entries on our site with full information of the missing article. It has been found that in all cases the newspaper for that day had not as yet been indexed.
- A complaint that an entry on our site was incorrect. This was due to the complainant only consulting the funeral notices on TROVE which did not contain the full information as appeared in the death notice.
- Notification from users of our site of the outages of the site in November.
- Inappropriate advertising on our site. This person had complained several times and had been advised to use AdBlock. John Graham looked into the matter and found that the person had obviously had a virus and had not taken our previous advice.
- Dave Hamilton forwarded further errors for correction.

#### Outgoing.

- Replies to the above where necessary
- Application form and cheque sent for a table at the NFHS fair on 15<sup>th</sup> March.

Regarding the fair Peter and Pauline Kettle will attend. A demonstration of how we index will be shown as well as demonstrating the site.

Proposed Bill Shute, seconded John Graham

### **Treasurer's Report - Therese Delanty:**

A full report was presented to the Committee by the Treasurer prior to the meeting. This report is attached to these Minutes.

The ANZ Term Deposit will fall due on 15<sup>th</sup> May 2015.

Proposed Peter Kettle, seconded John Graham

### **Back Indexing Coordinator's Report – Alan Nancarrow:**

The Sydney Morning Herald is closer to completion. There are now only 12 years left at various stages of completion. As each year is completed, the indexer for the completed year will be diverted to assist another indexer.

The Canberra Times 1926-1885 is now being back indexed from TROVE. The period 1996 to 1999 will need to be scanned from microfilm when someone can be found to do it.

Proposed John Graham, seconded Therese Delanty

### **Training Coordinator's Report, Maxine Honczar:**

Since the last meeting in September 2014 –

- 8 enquiries to index received
- 2 did not attempt the trial
- 1 attempt made but did not return the corrected trial
- 2 completed the trial
- 3 still in training

Proposed John Graham, seconded Pauline Kettle

### **Mentor for New Indexers – Bill Shute:**

No direct queries received. Most queries appear on the mailing list and are addressed at that level.

Proposed Pauline Kettle, seconded Therese Delanty.

### **General Business**

Bill Shute commented that Michelle Nicholls from the Windsor Library enquired if she managed to get some of the missing papers from our site that are held at Windsor copied, would it be possible to have them indexed. Bill confirmed that this would be possible. They would be something similar to the Lithgow Mercury, with one or two entries, if any.

The next committee meeting will be in May 2015. Exact date has yet to be arranged.

The meeting closed at 11.25am.