

## RYERSON INDEX INC COMMITTEE MEETING

27 May 2015 at 1.30pm by SKYPE

The Meeting opened at 1.35pm.

### **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 16 February2015 were taken as read.

Proposed Peter Kettle, seconded John Graham.

### **Matters Arising:**

None

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

1. Database hosting moved in April, with no obvious evidence noticeable to anyone other than Rob and myself - successful.
  - a. Previously split between Hostmonster and Crazy Domains
  - b. Now solely Hostmonster
  - c. Result is faster update and reduced cost – only paying one hosting charge. No change at all for users.
2. “Search after a given date” feature implemented in April.
  - a. Well received
  - b. Looks different on different browsers
    - i. Chrome and Opera show a dd-mm-yyyy template in the search box, other browsers show nothing, and use the yyyy-mm-dd format to match the database
    - ii. Caused by browsers not following W3C standards for HTML (IE, FF, Safari)
    - iii. I've asked Rob to look at standardising it, even if it's at the lowest common denominator level (ie the non-standard version) because having different date formats for different browsers is poor form.
3. SAG Webinar on 23 June – how to use Ryerson.
4. Progress towards 5 million is good. We might make it before the webinar on June 23, or we might not. Probably only a day or two in it, either way.

5. Facebook site receives the odd query. Now 1,666 likes, generally increases by 15-25 per week. The occasional question is asked – I reply to the sensible ones, and ignore the idiots (such as those who ask “how do I find a notice” – as if the link labelled “Locating a notice” doesn’t exist!)
6. One new indexer was terminated because of particularly poor quality of indexing.
7. A former corporate sponsor, Experian (formerly Pacific Micromarketing) has returned with a catchup donation and now receives data again.
8. Other enquiries from potential corporate sponsors (UQ Rugby Club, Sydney Uni Alumni) have not followed through after being advised of our expectations.

Proposed Bill Shute, seconded Peter Kettle

Matters Arising from the Report:

None

### **Secretary’s Report:**

Incoming Mail:

- 14 reports of errors in indexing.
- Several emails regarding missing papers or names on our index. [Obvious that the Newspaper Coverage facility on our site not being used.]
- University of Queensland Rugby Club requesting our database to locate deceased members.[Referred to John Graham]
- University of Sydney – query about our database for cross matching for their Alumni [Referred to John]
- NSW Trustee & Guardian – interested in our database and how to integrate it with their client records [Referred to John Graham]
- Query about our database records (from Greg The Handyman) [Referred to John]
- Offer to send Obituaries or place on our site records from 3 newspapers in Excel format. [Referred to John Graham]
- Coffs Harbour – Advice from Suzanne Roberts (lookup vol) re the change of address & storage of that paper’s newspapers.
- Request to place advertising and articles on our site [Gaming]
- Invitation to Botany Bay Fair & Craft Show 11.4.15.
- Requests to place individual death or funeral notices on our site.
- Offer from Colin Choat to copy papers at the State Library for others to index. [Referred John Graham]

Outgoing Mail:

- Sautelle White, Solicitors, Acknowledgement of donation.
- Experian Australia Pty Ltd. [was Pacific Micro Marketing]. Acknowledgement of donation
- Replies to mail received

Proposed: Therese Delanty, seconded Bill Shute.

### **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..

Balance of accounts: \$19881.62

Proposed Peter Kettle, seconded Bill Shute

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

Dale Negus has just completed 1928 and I have slotted him in to index 1932 Feb-Jun. John Selwood is working backward from Dec of the same year. Every year left has 2 people working in them with the exception of 1945.

There will soon be around 12 indexers freed up upon the completion of SMH, asking for more work. So I wonder where they can be usefully occupied. Are we going to index more papers from Trove? (if so which ones) or what. We need to be prepared before the Big day arrives.

Suggestion from John (circulated before meeting) that we start back-indexing *The Age* from 1989 using google newspapers was adopted.

Proposed Bill Shute, seconded John Graham

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

The Training Coordinator's report was forwarded by email during the meeting due to reception problems.

Since February 2015  
4 People enquired  
2 Completed the training  
2 No Attempts.

One indexer had 2 attempts at the training notices, one with 20 mistakes and the other with 3 mistakes. Sometimes I have a feeling about the trainees and I don't feel they are right for indexing and this one was one of them.

Some of the trainees understand the mistakes as they reread the instructions but the majority are just copying what I've told them so basically learn nothing in some ways.

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

Only 12 enquiries for assistance have been received.

Proposed Peter Kettle, seconded Therese Delanty

### **General Business**

- Errors being found within completed indexing. -

*Quote from email sent from Peter Kettle -*

*“Pauline has mentioned that there have been some quite significant problems a one or two new indexers who although they have completed the training program their work is quite unacceptable. I suggest that we consider expanding the ‘mentor’ concept (but not increasing Bill’s work) by getting new indexers to send their work to an experienced indexer for vetting prior to being sent to John. The mentors would not have to be committee members they could be drawn from the membership and the vetting would only continue until the new indexer is clearly competent. I suggest that a mentor would only have one ‘trainee’ at a time, and the work could be shared around so they do not have anybody under their wing all the time.”*

- Simplification of layout of the instructions to new indexers.

After discussion Peter Kettle agreed to collate disparate indexing instructions into one pdf document. When complete this will be put on the web and distributed to all indexers. The suggestion of one mentor per new trainee would be further discussed once the new layout of the instructions has been implemented.

- An additional option of “Basic Search” or “Advanced Search” on the site.

It was agreed that an option of Advanced Search on the site was not warranted.

- Family History Fairs - 2015-2016 (known to date)

Port Macquarie (NSW State Conference) on 11-13 September 2015. John Graham and Joanne Marsh to attend on behalf of Ryerson.

Brisbane (GSQ/QFHS) - 3 & 4 October 2015. John Graham and Joanne Marsh to attend on behalf of Ryerson.

Taree Family History event – Sunday 6 March 2016 – Ryerson representative to be decided.

The meeting closed at 2.55pm.

11:15 PM  
24/05/15  
Cash Basis

**Ryerson Index Incorporated**  
**Summary Balance Sheet**  
As of May 24, 2015

	<u>May 24, 15</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	19,881.52
<b>Total Current Assets</b>	<u>19,881.52</u>
<b>TOTAL ASSETS</b>	<u><u>19,881.52</u></u>
<b>LIABILITIES</b>	<u>0.00</u>
<b>NET ASSETS</b>	<u><u>19,881.52</u></u>
<b>TOTAL EQUITY</b>	<u><u>19,881.52</u></u>

11:09 PM  
24/05/15  
Cash Basis

**Ryerson Index Incorporated**  
**Profit & Loss Standard**  
July 1, 2014 through May 24, 2015

	<u>Jul 1, '14 - May 24, 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Account Interest ING	144.21
Donations	1,642.50
Interest ANZ TD 9702-43636	194.24
Interest ANZ TD 9985-45652	181.82
<b>Total Income</b>	<u>2,162.77</u>
<b>Expense</b>	
Family History Fair Fees	225.00
FH Fair - Accommodation reimb.	200.00
NSW Dept. Fair Trading Fees	53.00
Secretarial Expenses	3.50
<b>Total Expense</b>	<u>481.50</u>
<b>Net Ordinary Income</b>	<u>1,681.27</u>
<b>Net Income</b>	<u><u>1,681.27</u></u>

**Ryerson Index Incorporated**  
**Sales by Item Detail**  
 July 1, 2014 through May 24, 2015

Type	Date	Num	Description	Name	Paid Amount	Balance
<b>Service</b>						
<b>Donations</b>						
Sales Receipt	7/16/2014	119	Donation	Cook, Kay	25.00	25.00
Sales Receipt	7/30/2014	118	Donation	McKenna, R.J.	20.00	45.00
Sales Receipt	8/10/2014	120	Donation	Watson, Janice	100.00	145.00
Sales Receipt	9/10/2014	121	Donation	Sautelle White Lawyers	30.00	175.00
Sales Receipt	9/17/2014	122	Donation	Parry, Leanne	5.00	180.00
Sales Receipt	10/23/2014	123	Donation	Kotsiopoulou, Gillian	2.50	182.50
Sales Receipt	10/27/2014	124	Donation	Worthington Clark Pty Ltd	200.00	382.50
Sales Receipt	12/4/2014	125	Donation	Sautelle White Lawyers	30.00	412.50
Sales Receipt	1/8/2015	126	Donation	Marketsoft Services Pty Ltd	300.00	712.50
Sales Receipt	1/8/2015	127	Donation	Veda Advantage (Aust.) Ltd	300.00	1,012.50
Sales Receipt	5/1/2015	129	Donation - 2014 and 2015 (fmly Micro Pacific)	Experian Australia Pty. Ltd.	600.00	1,612.50
Sales Receipt	5/4/2015	128	Donation	Sautelle White Lawyers	30.00	1,642.50
Total Donations					1,642.50	1,642.50
Total Service					1,642.50	1,642.50
<b>TOTAL</b>					<b>1,642.50</b>	<b>1,642.50</b>