

RYERSON INDEX INC COMMITTEE MEETING

27 May 2016 at 10.30am

Skype

The Meeting opened at 10.40 am

Present –

John Graham, President

Peter Kettle, Vice President

Therese Delanty, Treasurer

Pauline Kettle, Secretary

Alan Nancarrow – Back Indexing Coordinator

Maxine Honczar - Training Coordinator

Bill Shute –Mentor for new indexers

Bob Atkins – Special Assignment – by invitation

Minutes:

Minutes of the Committee Meeting held on 27 February 2016 were taken as read and adopted.

Proposed Peter Kettle, seconded Bill Shute

Matters Arising:

None

President's Report: (as circulated with Agenda)

Ancestry

The vast majority of our members canvassed agreed with the offer, and I shook hands on the deal with Ben at Kiama on 16 April. He indicated it would be finalised “within weeks, not months”, and said we could expect to see a contract by the end of the month. Nothing has eventuated yet, and all is quiet since Ben's departure (on Fri 13th). We have no reason to think anything has changed, but I'm not holding my breath either. If it happens, it happens. If not, nothing changes for us.

Corporate Sponsors

Experian (was Pacific Micro) and Sydney Uni did not renew for 2016. We now have four sponsors (MarketSoft, Veda, NSW T and G and Geelong Grammar.)

Kiama Family History Expo

Final attendance count was 947 – an incredible number for a country town.

I thought that Kiama might have had trouble matching the attendance from the 2014 Expo (that was 750), but it was evident from the opening that it would be a good day. Total attendance was 940, and we were really busy (ie with a queue) until lunchtime. Things quietened down a bit in the afternoon.

Met a few potential new indexers, a couple of the current indexers. Many people thanked us for what we do, and for the first time I remember, no-one came up and said "what's Ryerson?" The majority of the questions were along the lines of "I've found an entry in Ryerson, now what do I do?"

This expo, in my view, now rates as a "must attend" for us. Fortunately it's only every two

years, but the organisation and the enthusiastic attendance was better than we've seen outside the State Conferences. We met people from Alstonville, Bega and Orange, plus a large number from the Sydney area - clear evidence that people will travel when the list of exhibitors makes it worthwhile.

Numbers

Reasonably steady, on the right side of 10,000 most weeks. The rolling 4-week average is 11,500 per week – very satisfactory.

New Software

The processing to handle duplicate files is now complete and tested. That means the regular daily processing is complete – in fact, I have been using it for a couple of months in parallel with the current system, to prove the validation checks. The next step is to complete the weekly update process. We now have a definite deadline of the end of August

Dropbox

Dropbox has announced the end of support for Win XP from the end of August, so I will have no choice but to upgrade before then. This will be a good time to take the Ryerson processing offline, onto a computer which isn't connected to the web, as we have discussed in the past.

I have only had ONE comment from indexers using Dropbox on XP, so there will probably be very few problems among the indexers when Dropbox is turned off.

Proposed Bill Shute, seconded Maxine Honczar

Matters Arising from the President's Report:

John Graham commented that as at date of this meeting nothing further has been heard from Ancestry.

Secretary's Report:

Incoming:

A few complaints regarding look-ups – delays, non delivery. This is now being handled by Administration (Peter Kettle).

Renewal Notice for membership of NSW, ACT Association of Family History Societies due 1 July 2016.

Proposed John Graham, seconded Bill Shute.

Treasurer's Report – Therese Delanty

The financial position for the period 1 July 2015 – 30 April 2016

Net Assets \$32,749.36.

Proposed Peter Kettle, seconded John Graham.

Back Indexing Coordinator's Report – Alan Nancarrow

There are 12 people working on the back indexing of THE AGE and the last year allocated is 1972. There are gaps appearing where editions of the paper are not in the Google Archives.

A volunteer is scanning notices from the microfilm at NSWSL for the 1999-2005 gap of THE AGE. Upon completion of this task filling gaps of other papers can be considered. More volunteers are needed to just scan from microfilm.

Fridays are missing from the HERALD SUN for 10 months of 2015 and 3 months of 2016 are affected - March 18, 25; April 15,22,29; May 6,10,13,17,20. January and February have been indexed and March 4 & 11, April 1 & 8. Assistance may be needed to catch up.

Proposed Therese Delanty, seconded Pauline Kettle.

Matters Arising from Back Indexing Coordinator's Report

Peter Kettle enquired if we could find "gatherers" in Victoria who can scan papers for the missing dates from the Victoria SL. After discussion it was concluded that more volunteers were needed to undertake such a project and to this end it was suggested that a message be placed on Ryerson's front page.

Training Coordinator's Report - Maxine Honczar

Since the end of January 2016 there have been -

11 - Enquiries

4 - No Attempts

1 - with 1 attempt

5 - Completed the Training

It was suggested that any attendees from Fairs who had visited the Ryerson Table and wished to index include the information that their interest had come from that particular Fair. This would give us feedback as to where the enquiry came from.

Proposed Alan Nancarrow, seconded Bill Shute.

Mentor for New Indexers – Bill Shute:

Very few enquiries – more go to the Mailing List.

Proposed Therese Delanty seconded Maxine Honczar

Special Assignment – Bob Atkins

This assignment is progressing. No further comments at this stage.

GENERAL BUSINESS

(John Graham)

To consider reimbursement for John Nance re inter-library loan costs.

John Nance has approached Liverpool Library who will borrow the reels from Macquarie University at a cost of \$16.50 per batch of 12 reels. The Library will waive the \$3 fee.

The reels to be copied will be The Age and it was requested that a copy of the downloads will be available for Ryerson's own files.

The Committee agreed to the costs involved.

(John Graham)

Country Queensland Tour

John Graham is looking at offering a 2hr Ryerson seminar to FH/LH groups north, south and west of Toowoomba (Miles, Goondiwindi, Kingaroy, Warwick and places in between). Basically places where regular speakers don't travel, and within a max of 3hrs driving from Toowoomba, so it is a day trip.

The Committee felt that this proposal would be of value to Ryerson and agreed that the petrol costs would be reimbursed.

(John Graham)

Ryerson Corporate Dropbox

(Comments circulated prior to the meeting)

- a. With reference to Bob Atkins discussions at Botany Bay FHS Fair with interested individuals or groups enquiring about indexing, John Graham felt that there may be an influx of new indexers which may necessitate a better system of handling the acceptance and delivery of files for back-indexing as Google Docs is not deal for our purposes.
- b. For AUD13 per month (\$156pa) a Pro subscription to Dropbox can be obtained. If we had this, under Alan Nancarrow's control, then it could subdivide the 1TB of space into To and From folders for individual indexers (so that each person only shares their own folders, and so stays within their 2Gb limit).
- c. In this way, gathers could deliver files to Alan, and Alan could deliver files to whichever indexer wants them.
- d. There would be some overhead in Alan's time (collecting and storing deliveries etc) and there is a question of whether Alan has enough spare disk space on his hard drive.

After further discussion the Committee agreed that this is a good option and would also provide a complete copy of collected scanned papers in one place. This proposal would be further addressed when the BBFHS provide a group of indexers.

Errors on Ryerson Index

Peter Kettle who is receiving the emails regarding errors commented that about 9 have been received some of which relate to the bad newsprint and errors in typing.

Updating records of Ryerson Volunteers

In view of the Ancestry proposal, Peter Kettle has contacted all those connected with Ryerson in order to update our files. It was found that there are 98 active registered members, 23 non-active/retired registered members and 27 non-members who are active. A small number contacted have not replied although the emails did not bounce.

Reports regarding Ryerson representation at FH Fairs.

Kiama – see John Graham's report above.

Botany Bay FHS – May 2016

Bob Atkins attended this fair on behalf of Ryerson. There were 280 visitors to the fair and the Ryerson table was kept busy. Bob made a Power Point video which attracted many to the table - 45 people or groups taking with them the updated leaflets.

Two of the local Society Committee members approached Bob to enquire about talks. There was also mention that a group of volunteers or individuals could be encouraged to volunteer as indexers for Ryerson.

Bob recorded that he would be happy to give a talk should the invitation be extended to Ryerson.

Thanks to Bob were extended for his participation.

Taree FH Fair – March 2016

Megan Domanski represented Ryerson at this event. The number of visitors was very low and a disappointment to all involved. The Taree group expressed that they would not be holding another event.

Megan was also thanked for representing Ryerson.

Banner & Business cards

The Committee was informed that a second banner and more business cards are now held by the Secretary. John Graham holds the other banner.

Indexing Instruction Manual

The type of errors occurring in the training of indexers was raised with Maxine Honzcar.

1. Confusion whether it should be a death notice or funeral notice, ie type of notice.
2. Use of a Nickname, especially when the nickname contained within the name.
3. Use of Sister.(Religious)

John commented that he will add comment to the Ryerson Indexing Manual

Computer dedicated to Ryerson Indexing

John Graham will be selecting a computer to meet his needs which will be dedicated for Ryerson only and not connected to the Internet.

Annual General Meeting.

John Graham will confirm the timing of the AGM which will probably be late July or September.

The meeting closed at 11.50am.