

RYERSON INDEX INC COMMITTEE MEETING

Minutes of the Meeting held on 21 February 2018 at 2.30 pm

Skype

The meeting opened at 2.30 pm.

Present :

John Graham, President

Peter Kettle, Vice President

Pauline Kettle, Secretary

Bob Atkins – Committee Member

Alan Nancarrow – Committee Member

Apologies :

Therese Delanty, Treasurer

Maxine Honczar – Committee Member

The meeting was held to consider and if appropriate approve three proposals from the President details which were circulated. The relevant documents are attached to the Minutes.

1. Revised schedule for the reimbursement of expenses incurred by Ryerson representatives at Conferences, Genealogy Fairs and similar events
2. Proposed Promotional Budget for 2018
3. Top provide Ryerson Data for the 2018 to the Australian Breast Cancer Tissue Bank free of charge and review the situation in January/February 2019

Proposal 1.

No further comments were put forward for discussion.

Proposed : John Graham

Seconded : Robert Atkins

Motion carried.

Proposal 2.

No further comments were put forward for discussion

Proposed : John Graham

Seconded : Peter Kettle

Motion carried

Proposal 3.

The Committee agreed with the proposal in full and the Australian Breast Cancer Tissue Bank Data Manager will be informed of our decision to continue to supply Ryerson data for 2018 with a review in January/February 2019.

Proposed : John Graham

Seconded : Pauline Kettle

Motion carried.

Therese Delanty and Maxine Honczar forwarded their acceptance of the three proposals prior to the meeting and these were duly recorded in their absence.

No further items were discussed.

The meeting closed at 2.56 pm.

ATTACHMENT 1

Ryerson Index Inc

Guidelines for Expenses relating to Ryerson Representation at Events

From time to time, one or more of us attends a Family History Fair, Expo etc representing Ryerson. In some of these cases, the event is local to the attendee, and expenses incurred are minimal. In others, however, expenses for travel and accommodation can be substantial. This document sets out the guidelines as to what expenses Ryerson Index Inc will reimburse.

Registration and other Fees relating to the Event

1. Ryerson will reimburse:
 - a. Event registration fees
 - b. The cost of a trade table
 - c. Cost of any event-related meals (such as a Conference Dinner)
 - d. Any other costs relating directly to attendance at the event for the attendee and spouse.

Accommodation

1. Reasonable accommodation costs will be reimbursed in full, bearing in mind the varying cost range between different locations.
2. Reimbursement can be claimed starting with the night prior to the first day of the event, and ending with the night of the final day of the event.
3. When travel of more than six hours is required between home and the event, the cost of an overnight stop will be reimbursed, at the same rate as in (1) above.

Travel

1. If travel is by air, rail or bus, then the full fare, plus necessary transfers at each end, will be reimbursed.
2. If travel is by car, then a petrol allowance of 15c per kilometre will be reimbursed, based on the shortest route between home and the event as measured by www.whereis.com.au.

Meals

The cost of meals incurred during travel to/from the event, or while at the event, will be reimbursed on the following fixed scale:

Breakfast	\$20
Lunch	\$10
Dinner	\$25

Documentation

Receipts for all items (except meals and petrol) must be presented for reimbursement.

Meals and petrol are reimbursed at the fixed amount, regardless of what is actually spent.

This document is effective from 21 February 2018.

ATTACHMENT 2

2018 Ryerson Promotional Budget

Congress 2018 - Sydney - March 9-12

Total Cost	2,328.14
Est Cost per Attendee	3.33

Glen Innes Historical Society Conference - Glen Innes - March 16-18

Total Cost	577.00
Est Cost per Attendee	2.31

NSW State Conference - Batemans Bay - September 14-16

Total Cost	805.14
Est Cost per Attendee	2.01

Botany Bay Heritage Fair - Gymea (Tradies Club) - 28 April 2018

Total Cost	308.00
Est Cost per Attendee	1.54

Overall Total **4,018.28**