

RYERSON INDEX INC COMMITTEE MEETING

3rd December 2022 at 10am (Zoom)

The Meeting opened at 10am

Present:

John Graham - President

Robert Atkins – Vice President (Acting) & Special Assignments

Pauline Kettle - Secretary

Kathy Conroy - Treasurer

Peter Kettle – Committee Member

Paul Kean – Committee Member

Therese Delanty – Committee Member

Minutes of the last Committee meeting held on 13 November 2021 were taken as read and adopted.

Proposed: Robert Atkins

Seconded: John Graham

There were no matters arising from the Minutes.

President's Report (John Graham)

This report in its entirety will be read at the AGM. The full Report is tabled on the Ryerson Index site under 'Resources for Indexers'

John Graham reported on 3 items he wished to include at this meeting.

1. Two cartons of newspapers relating to the New England area have been donated to Ryerson from Rex Toomey. These will be scanned gradually for the RNR.
2. Data extracted from Probate notices and Funeral Director notices are making up for the decreasing number of Death and Funeral notices published in the capital dailies.
3. John announced that after consultation with Kathy Conroy, a category of Life Members be adopted to recognize those who have who have contributed "over and above" what could reasonably be expected of a member of an organization. Therefore from 2022 two members, namely Sybil Jones and Peter Kettle have been presented with Life Membership. No more than two members will be appointed at each Ryerson Annual General Meeting.

Proposed: Therese Delanty

Seconded: Kathy Conroy

There were no matters arising from the President's Report.

Secretary's Report (Pauline Kettle) was taken as read. The full Report is tabled on the Ryerson Index site under 'Resources for Indexers'

Proposed: Robert Atkins
Seconded: Peter Kettle

There were no matters arising from the Secretary's Report.

Treasurer's Report (Kathy Conroy) The full Treasurer's Report is tabled on The Ryerson Index site under 'Resources for Indexers'

Income & Expenditure 01/07/2022 to 26/11/2022

Total Income \$130
Total Expenses \$107.61

Proposed: Peter Kettle
Seconded: Paul Kean

There were no matters arising from the Treasurer's Report.

Special Assignments update (Robert Atkins)

The full report for Special Assignments is tabled on The Ryerson Index under "Resources for Indexers".

Proposed: Therese Delanty
Seconded: Kathy Conroy

There were no matters arising from the Special Assignments Report.

General Business.

John Graham thanked Paul Kean for creating software for the tabling of relevant information for the NSW Probate Index.

Interruption of the site –

Kathy Conroy enquired if contact details of Rob McDonnell could be supplied in order that Admin or someone on the Committee could contact Rob to inform him of the site being unresponsive. This would avoid delays when John is not available to attend to the matter. John agreed to forward the contact details.

Instructions to Index –

Pauline Kettle commented that the 20-page instructions may be a reason for many enquirers to index for Ryerson not attempting the trial. Kathy Conroy suggested that an appropriate/basic list of instructions relating to the trial notices be sent to the enquirer and once passing the trial they can be introduced to the full instructions or part instructions depending on the material being indexed. John Graham agreed to review the suggestion.

The meeting closed at 10.50am