

RYERSON INDEX INC COMMITTEE MEETING
6 May 2024 at 7.30pm (Zoom)

The Meeting opened at 7.30pm

Present:

John Graham - President
Robert Atkins – Vice President & Special Assignments
Pauline Kettle - Secretary
Kathy Conroy – Treasurer, Ryerson Public Officer
Peter Kettle – Committee Member
Paul Kean – Committee Member
Shari McLean – Social Media sub-committee

Apologies: Therese Delanty – Committee Member

Minutes of the Special Committee Meeting held 19 December 2023.

This meeting was called to discuss changes in the tax laws for NFPs which potentially could impact Ryerson under the current structure as a simple incorporated entity.

An in-depth analysis was carried out by John Graham, President, Kathy Conroy, Treasurer and Public Officer, and Peter Kettle, Ryerson Committee Member and a draft of the proposals circulated to the Committee.

Present at that meeting – John Graham, Kathy Conroy, Peter Kettle and Pauline Kettle.
Apologies – Robert Atkins, Therese Delanty.

The proposals, which are included in the President's report (below), were presented at the meeting and duly approved by the Committee. Robert Aitkins and Therese gave their approval to the proposals in writing.

Adoption of the Minutes:

Proposed: John Graham
Seconded: Robert Atkins

Minutes of the Committee meeting held on 28 November 2023 were taken as read and adopted.

Proposed: Shari McLean
Seconded: John Graham

There were no further matters arising from the Minutes.

Ryerson Index Inc. Public Officer Appointment

Following the resignation of Peter Kettle in his capacity as Ryerson Public Officer in 2022, KATHRYN ELIZABETH CONROY was appointed to the position of Public Officer from 8th February 2022. All the necessary changeover requirements have been formalized by the Committee.

Proposed: John Graham, President
Seconded: Robert Atkins, Vice President

President's Report (John Graham)

The following report was circulated to the Committee prior to this meeting.

1. The Tax situation

As reported at the last committee meeting, the tax treatment of NFP organisations has changed, not so much in the legislation itself but in the more strict interpretation of the legislation. This left Ryerson potentially liable to pay tax on "income" which we consider to be donations.

One solution, which has been followed by a number of FHS and Genealogical Societies, is to become registered as a charity, and report through ACNC (Australian Charities and Not-for-profit Commission), which removes the requirement to submit a tax return.

We applied to ACNC for registration, and this was granted on 17 Jan 2024, backdated to 1 July 2023. Subsequently, we received an ATO clearance on 19 Mar 2024 to say that our charity registration had been accepted for tax purposes.

Our only obligation now is to lodge an annual return with ACNC.

One further step is to investigate whether we still need to be registered as a NFP under Department of Fair Trading rules, or whether the charity registration moves us into the position of being able to make a profit and so the NFP registration is no longer required. One for the future.

2. Our finances

At the time of the last committee meeting, we had eight commercial supporters who were making an annual donation:

- Juris IT
- Marketsoft
- Monash University
- Monash University (ASPREE project)
- Perpetual
- University of Adelaide
- Veda/Equifax
- Worthington Clark

To improve our chances of being considered a charity, we subsequently made the decision to break the link between a sponsor making a donation and us supplying data. We split the sponsors into two groups – medical/educational and commercial. We then notified the medical/educational sponsors that we no longer expected a donation from them, but the data flow would continue. We notified our commercial sponsors that, while a donation (of any amount) would be welcome, the data flow would continue regardless. But in all cases we reserved the right to cease supplying data if we wished. The results were about what I expected. One Monash group was particularly appreciative, because a funding squeeze meant they would have dropped out in 2024 if a donation was required.

Of the 4 commercial sponsors,

Worthington Clark did not donate, but given they donated \$12,600 last July, that's fair.

Perpetual donated \$500.

Veda donated \$400.

Marketsoft did not donate.

Juris IT did not donate.

Juris IT is a special case, in that we came to an arrangement with them to support their attempt at convincing solicitors in NSW to cull their holdings of obsolete wills, with Ryerson receiving a small payment for each will checked against our database. This has been a bit of a fizzer so far, with no success in finding solicitors who want to cull their files (because they don't see any immediate benefit in it to justify the expense.) Marketing of the idea by Juris IT has now changed to concentrate on solicitors who take over other legal practices, but I am not overly optimistic of any substantial return from this endeavour.

3. Queensland State Conference in 2025

In what is a welcome return to the pre-covid style of multi-day, face-to-face family history conferences, GSQ is organising a Queensland conference for March 2025. An email vote of the committee agreed unanimously that Ryerson should be represented, with myself and (probably) Jo manning our table. I will not be presenting, because any presentation is embargoed for some months before and after the conference, and I prefer to remain free to present to any society which requests a Ryerson talk.

John Graham

6 May 2024.

Proposed: Peter Kettle

Seconded: Robert Atkins.

There were no matters arising.

Secretary's Report (Pauline Kettle)

The following report was circulated to the Committee prior to this meeting.

Applications to Index -

3 received.

2 passed.

1 no response

Passed -

Dwight Walker – Caboolture Shire Herald

Michelle Liske - Newcastle Herald back Indexing

Requests for extra information regarding an entry on our site –

From Utah (not FamilySearch)– further information supplied.

Enquiry regarding a migrant from Seychelles. Information and references sent.

General correspondence –

- Site not responding – replied to all.
- Enquiry regarding lack of Tasmanian papers not included on our site – replied with Ryerson's list.
- Two requests to use some details from our site for various talks including a handout pamphlet. Permission given to requests. No handout pamphlet available.
- Serial requestor for look-ups – told to apply through correct channel. (Beverley du Boix)
- Serial complainant about our link on 'other public resources' not connecting correctly.
- Botany Bay Family History Society continue to forward the link to their journal *The Endeavour*
- Requests for look-ups, mostly notices not on RNR. Referred to the help sections on Ryerson Home page.

Proposed: Shari McLean
 Seconded: Kathy Conroy

There were no matters arising.

Treasurer's Report (Kathy Conroy)

The following report was circulated to the Committee prior to this meeting.

Eight months to 30th April 2024

Since the last report in November, there has not been much movement in the bank account: Donations of \$1,110 making a total of \$15,420 for the 8 months to 30.4.24. Expenses of \$447.58 making a total of \$1,262.96 for the 8 months to 30.4.24. A second term deposit was created in December 2023 with \$20,000 transferred from the cheque account. This account is due on 29th May 2024.

ANZ bank accounts' balances at 30.4.24 (total \$46,383.12)

Cheque account \$10,623.57

Term Deposit No. 1 \$15,759.55 @ 4.1% due 14.8.24

Term Deposit No. 2 \$20,000.00 @ 4.1% due 29.5.24

Income & Expenditure 1.7.23 to 30.4.24

DONATIONS YE 2024		TOTAL				
Date Received	From	15,420.00	Rcpt Sent	By	Receipt No.	
3.7.23	Sautelle White	30.00	5.7.23	Email	270	
3.7.23	Ballarat & District Gen. Society Inc	70.00	5.7.23	Email	271	
5.7.23	Rodney PRICE (NZ) Agent Deposit	20.00	8.7.23	Email	272	
14.7.23	Worthington Clark Pty Ltd	12,600.00	15.7.23	Email	273	
10.8.23	Monash University	900.00	15.8.23	Email	274	
24.8.23	Christine WRIGHT	10.00	29.8.23	Email	275	
24.8.23	Ailsa CORLETT	20.00	29.8.23	Email	276	
31.8.23	Linda KUHN	30.00	5.9.23	Email	277	
22.9.23	Matthew HILDER	50.00	22.9.23	Email	278	
2.10.23	Sautelle White	30.00	5.10.23	Email	279	
3.10.23	Geelong Family History Group	150.00	5.10.23	Email	280	
27.10.23	Perpetual Limited	400.00	30.10.23	Email	281	
19.12.23	Brian DEVER	100.00	22.12.23	Email	282	
2.1.24	Sautelle White	30.00	12.1.24	Email	283	
12.1.24	Perpetual Limited	500.00	12.1.24	Email	284	
4.3.24	Mornington Peninsula FH Talk	50.00	5.3.24	Email	285	
15.3.24	Veda Equifax	400.00	19.3.24	Email	286	
2.4.24	Sautelle White	30.00	5.4.24	Email	287	

EXPENSES YE 2024		TOTAL	John GRAHAM	Bob ATKINS	Kathy CONROY	Other
DATE		21262.96	369.38	630.67	262.91	20000.00
1.9.23	Dropbox Annual Subscription	184.67		184.67		
14.11.23	Zoom One Pro yearly subscription	184.71	184.71			
24.11.23	Computer upgrade	446.00		446.00		
5.12.23	Transfer to new Term Deposit	20,000.00				20000.00
12.12.23	Fair Trading fee for A12 form	54.24			54.24	
19.12.23	Dropbox Annual Subscription	184.67			184.67	
29.12.23	West Austn 24 hr subscription x 2	16.00			16.00	
12.1.24	Dropbox Annual Subscription	184.67	184.67			
13.2.24	West Austn 24 hr subscription	8.00			8.00	

Kathy Conroy 30.4.24

Proposed: John Graham
 Seconded: Shari McLean

There were no matters arising.

Admin Report (Kathy Conroy)

The following report was circulated to the Committee prior to this meeting.

Tax Exemption

The Tax Department has brought about changes which will mean that Ryerson would have to pay tax for the first time. John made an application for Charity Status last December. We received an email on 17th January 2024:

"We are pleased to confirm that the Australian Charities and Not-for-Profits Commission (ACNC) has registered Ryerson Index Incorporated (ABN: 60504310210) as a charity. Your charity is registered from 1.7.2023."

We are now required to lodge an annual NFP self-review return in order to self-assess as eligible for income tax exemption. The first return will be for the year ending 30th June 2024 and must be lodged by 31st October 2024.

In order to lodge this return, I need to establish a personal myGovID, to act as an Associate of Ryerson.

I have signed up for two monthly newsletters - The ACNC and the ATO Not-for-profit. Both go to the admin email address.

Change of address

Peter is still receiving mail from the ATO to his old address (despite the change of address he lodged a few years ago.)

I contacted the ABR last month to change the address to mine and they mailed me a form to complete and post back to them. Cannot be done online for some reason. I need a copy of Committee Meeting minutes verifying that I have been appointed Public Officer to be attached to the form.

Once the ABR receive this change of address form, I should be able to check online all our details with ATO, ABN and ABR. Fair Trading have my current address and email as the contact for Ryerson.

Kathy Conroy
30th April 2024

ABN ABN Lookup – free public view of ABR
ABR Australian Business Register
ACNC Australian Charities and Not-for-profits Commission
ATO Australian Taxation Office

Proposed: Peter Kettle
Seconded: John Graham

Special Assignments Report (Robert Atkins)

This report was circulated to the Committee prior to the meeting.

Special Assignments Report to the Ryerson Index Inc.
Committee Meeting 6th May 2024
RNR and RYERSON GATHERING PROGRAM

1. Lake Macquarie FHS Group...Gathering and indexing group formed in 2022 but slowly disintegrated. The original gatherers, husband and wife team Robert and Karen Eldridge.... have continued and have now gathered the Newcastle Herald copies from 1957 to 1991 They are hopeful of completing the remaining years for this paper during 2024. They have from 1992 to 2006 inclusive to go. When that is done, we will have a complete set of data in the RNR for the post Trove years from 1955.

I am hopeful of a return visit to the group to try to recruit more indexers.

2. Newcastle Herald indexing.....we currently have 2 indexers

Belinda Whittaker doing both current and back indexing
and a new indexer, Michelle Liske, has just started back indexing.

3. Annual Visit to Botany Bay FHS Heritage Day cancelled this year. See note below.

4. Nepean FHS Group at Emu Plains formed 2023 - currently 2 indexers back indexing the Penrith Press.

5. Manly Daily Group formed in 2023 - 2 gatherers doing a great job of gathering past copies of this paper having gathered the years from 1968 to 1979 inclusive being monitored by Belinda Whittaker. It is planned that Belinda will index these years... I believe she will need some help and one of the gatherers has expressed an interest in training to become an indexer. A work in progress.

6. Blue Mountains Gazette.... Shari picked up the pieces for me on this paper and after doing a power of work she has now trained a recruit to assist in gathering and indexing.

7. Illawarra FHS Group at Wollongong following my visit on 20 August 2022. Ros Adams came on board as a gatherer of back copies of the Illawarra Mercury. Doing a great job.

She has now taken on the job of looking up enquiries following the retirement of Judith Hansen.

8. Maitland Mercury.... My first group commenced in 2018 appears to have finally lost its mojo. The original members of this group have now devoted most of their time to the Female Convict Bonnets project (see link below). I am hopeful of finding some new volunteers within the Maitland FHS group... A work in progress (very slowly at the moment).

[Female Convict Bonnets Project](#)

9. The Age.... With a handful of loyal and dedicated indexers work continues on the back indexing of this paper. We are working on the Trove copies as all post Trove years have been gathered and indexed. MORE INDEXERS WOULD BE A GREAT HELP...STILL ABOUT 100 YEARS TO GO.

10. The Central Coast Express Advocate... following my visit in June last year to the Central Coast FHS I was presented with several CD's created by this group about 10 years or so ago. These cover various periods and include the records of the long established (Est 1844) funeral director R.H. Creighton for the period 1909 to 1989.

Whilst I was able to convert a very large file from PDF format to a spreadsheet, I am grateful to John G. for his offer to process this material as it is in a format that he can translate approximately 29,000 records without them having to be manually indexed.

With regard to the Central Coast Express Advocate, this CD covers the period from 1991 to 1996 and was compiled from extracted copies from the paper. They were originally compiled in a card index (still held by the FHS group) and a couple of current members have now presented me with a spreadsheet which includes approximately 4,000 records. This is a slow and tedious job of double checking every entry against the hard copy which will eventually end up in our RNR. I am indexing these very slowly as I check the details.

I would like to acknowledge 2 special people who currently work with me chasing up all sorts of missing entries i.e. copy and etc. They are Judith Chivers in Melbourne and Craig Daly who lives in Canberra.... Craig is very willing to check out the NLA records for missing hard copies. He is marvellous.

There are no planned visits or presentations for 2024 although I am booked to appear at a day event on a table run by the Illawarra FH Group on 17 August 2024.

Bob Atkins
Vice president, Back Indexing Coordinator and Special Projects coordinator.

Proposed: John Graham
Seconded: Kathy Conroy

Further to this report Robert Atkins added that Ros Adams will be assisting him at the Illawarra FH Group Fair.

John Graham expressed his thanks to Bob Atkins for his commitment and hard work with great results.

There were no matters arising.

Social Media Sub Committee (Shari McLean)

This report was circulated to the Committee prior to the meeting.

The Facebook has been created and can be found here -

<https://www.facebook.com/profile.php?id=61553876920968>

As yet this hasn't been utilised. The idea is that we can use it to post targeted appeals for indexers. A couple of examples are attached. I'm by no means a graphics whiz and am utilising Canva. [note - to view attachments, please apply to Secretary]

It would be great to recruit people even if it were to assist with *The Age* or people who can gather but not index (or vice versa).

I am completely open to feedback, or ideas for other targeted flyers - or suggestions of someone who can make them better than me.

I have just been interacting in genealogy groups and people are aware I'm an indexer and sometimes ask questions or advice and I can direct them to the page on the Ryerson site.

Proposed: Robert Atkins
Seconded: Peter Kettle

There were no matters arising.

General Business

Funeral Directors notices – Look-ups

Peter Kettle put forward a suggestion that look-ups for Funeral Directors if one person took on this task which would make the operation more efficient. At the present time there are very few requests being received, which would be more manageable if handled by one volunteer.

After further discussion it was agreed that a request for a volunteer would be placed on the Mailing List.

Current Indexer Spreadsheet

It was found that the Spreadsheet had become corrupted. Correcting the matter John Graham has rectified the problem with his master copy which required a small number of manual corrections.

John Graham stated that he had made various alterations to avoid such mishaps in the future.

Sun Herald – Melbourne

Paul Kean made comment that his present project regarding indexing Funerals is still in progress but due to the large number of entries the task is slow. More indexers are certainly required.

The Meeting closed at 8.50pm.