

**RYERSON INDEX INCORPORATED
Inc 9890325**

**Minutes for the 17th Annual General Meeting
held on 01 December 2025 at 7.07pm - Zoom**

The 17th Annual General Meeting opened at pm

Members Present:

John Graham – President
Shari-Lei McLean – Secretary & Social Media Monitor
Kathy Conroy – Treasurer
Pauline Kettle – Committee Member
Peter Kettle – Committee Member

Ryerson Members (7): Sandra Bales, David Bales, Kay Brooke, Judith Ecuyer, Sue Lambert, Helene Shepherd, Dwight Walker

Apologies Received & read: 16

Adoption of the Minutes of the AGM held 18 November 2024

Proposed - Pauline
Seconded - Sue

Matters Arising from the 2024 Minutes –
A few members didn't receive the minutes - however they are on the website, as usual. The 2025 minutes will be on the website within a few days.

Annual Report for 2025 (John Graham) -

John addressed the meeting and confirmed that all members had read the report that was circulated, a copy of which can be viewed from the link on the Ryerson Home Page 'Public Documents'

Proposed - Kathy
Seconded - Peter

Matters Arising from the Report –
John advised the members at the meeting that there will be a second Life Membership granted this year, to Bill Shute for exemplary service to our organization.

Treasurers Report for the Financial Year 2024/2025 (Kathy Conroy) -

Kathy confirmed members had read the report for 2024/2025. We are in a sound financial position. We still receive donations from a solicitor each quarter, and other regular donors.

Income:

Donations: \$3,225

Interest on ANZ Account: \$1,616.98

Expenses: \$10,471.87

Note – These expenses included the much needed upgrades of computers for John & Bob, who manage all of the uploading and management of the RNR. These upgrades have improved productivity and increased upload speed, decreasing issues encountered previously.

Proposed - John

Seconded - Kay

Matters arising from the Treasurer's Report – Nil

Before the Election of the Committee for 2024/2025, John Graham wished to thank all members of the Committee and Ryerson volunteers for their support during the year.

in accordance with the guidelines set out by the Constitution, all members of the Committee stood down. Shari-Lei McLean, in her capacity as secretary and in lieu of Robert Atkins being present, presided over the election of a new Committee.

Nominations Received for the Committee for 2025/2026 -

John Graham – President

Robert Atkins – Vice President

Kathy Conroy - Treasurer

Shari-Lei McLean - Secretary

Paul Kean – Committee Member

Peter Kettle – Committee Member

Pauline Kettle – Committee Member

The Election of Committee Members –

Shari-Lei McLean reported that as no further nominations had been received she therefore declared the Nominees for the 2025/2026 Committee be elected as set out above.

Any Other Business

1. Kay Brooke asked if there is anything coming up for Ryerson?

John Graham advises that our direction will definitely be to take on as many Funeral Homes as we can, considering notices in papers are becoming fewer and fewer (as an example, SMH today had zero notices.) Notices now are often posted to facebook as part of the funeral package purchased for a loved one.

We will continue to focus on regional/country towns who have lost their local paper

and then branch out to larger cities and suburbs. In that regard, Shari advises that she will be working on setting up her “Tobin Brothers” Funeral project. Also, that she’s identified a number of funeral homes that have a substantial number of notices in their archives and no indexer, which she’ll aim to get people to cover in 2026.

2. Shari’s proposed “regular communication” emails with indexers

Shari-Lei McLean asked for feedback from the attending indexers regarding a regular(ish) communication via email checking in on their progress, anything that’s changed/happening, support they may need etc. Pauline Kettle suggested asking if they could advise us if they’re going on holiday and need someone to sub their indexing while they’re gone etc. This can be done directly to Shari-Lei McLean for privacy if required.

Possibly providing a “newsletter” of sorts to say where we’re up to, what’s going on etc. How often is too often, or not enough etc.

Kay Brooke & Sue Lambert advised that they believe this would be beneficial. That it’s nice to have a connection and “check in” as it’s easy to get caught up in what we’re doing in our own lives and forget that there are others also contributing (this led to Shari’s “newsletter” idea.)

Dwight Walker suggested a yearly email. Kay Brooke/Sue Lambert/Pauline Kettle agree more than just once a year but perhaps each quarter. Dwight also suggested asking for feedback via SurveyMonkey.

3. Helene Shepherd asked about the Facebook Page Shari mentioned.

Shari advised how to find the page, and what’s going on with it at present. That we will utilise it in 2026 to recruit indexers and hopefully FHS, stay in touch with said persons, promote our Zoom talks or Shari’s ability to attend conferences in person within approx. 5 hours of Nowra.

4. Kay Brooke asked about Lookups and how they work

Peter Kettle replied we have 38 to do lookups. We then explained Peter’s idea to make the group smaller, who work from the RNR and refer to State Library Volunteers where required. Kay Brooke thought that’s how it was already run, and the other attendees believe this will be an efficient way to run the lookup program.

5. Sue Lambert asked how many indexers we have.

We have 70 active indexers who are relatively constant. We lost about 25 during covid, and our highest number was about 107 back in 2018.

6. The RNR

John Graham gave a brief overview of the RNR and its purpose and advised that Robert Atkins (Bob) is in charge of the RNR and keeps it updated and tidy. A couple of volunteers didn’t know about it, or how to use it, or have access. John will send an email with the link for everyone to access the RNR.

The RNR is the “Ryerson Notice Repository” and it holds a copy of SOME of the notices that are published to the website. Ideally we are trying to get copies of all notices, so that if a lookup is requested, the volunteer can pull the notice directly from the RNR.

Should you have any questions/comments re: RNR please direct them to Robert Atkins, who does a wonderful job maintaining the database and can assist you with your enquiries.

7. Discussion about the RNR led to 2 questions being asked.

Kay Brooke asked for a list of unindexed papers.

Helene Shepherd asked whether or not we can get a list of the papers on the website and then compare them to the papers in the RNR so we can see what needs gathering – identifies Wyong Advocate as a paper, as she was trying to access it for a lookup and it's not in the RNR.

John advises the papers that are missing are often because we didn't have the RNR for the first 15 years, therefore we can't always go back and add notices if the indexer didn't save a copy themselves. Shari advises she'll chat with Bob on both counts and see what data we can extract and advise.

8. Dwight Walker brought up newspapers merging

Advises that libraries can often help with access.

John discussed the ACM papers that were sold to Midwest Media and put behind a paywall, which means we lost access.

Can we find an indexer who may already have access, or a person with access who might be interested in indexing.

9. Website Issues

Shari advises of the multitude of complaints that are received every time that the website goes down. Both on facebook and to the secretary email.

John explained that austcemindex and Ryerson are maintained by the same person, and the website is hosted in America. They usually carry out their datacenter maintenance overnight, which is during the day for us. Unfortunately, this means that the website goes down. Such outages are usually only temporary.

There being no further matters for discussion, the Ryerson members were thanked for their support and attendance.

Meeting closed at 8:12pm