

**RYERSON INDEX INCORPORATED**  
**Inc 9890325**

**Minutes for the Committee Meeting**  
**held on 01 December 2025 at 6.01pm - Zoom**

**Members Present:**

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

**Apologies:**

Robert Atkins – Vice President & Special Assignments

**Agenda Items:**

Lookups – Peter  
Indexer List – Shari  
Social Media – Shari  
Reports for AGM  
Life Membership for Bill Shute – John  
Plan B Progress Report – John

Minutes from previous meeting dated 06 May 2024 were circulated prior to the meeting.

No matters arising from previous meeting.

**1. Lookups**

Peter raises the issue regarding our lookup procedures.

With the retirement of Barry and others who have disappeared from activity, Peter proposes that reducing the number of people who do lookups and having them do those lookups through the RNR is the best way to go.

Where there isn't a notice in the RNR we can then email dedicated State Library lookup volunteers who can access the notice and have them scan that particular date as a whole to then upload to RNR and fill the gaps where possible.

Peter identifies Vicki Smith as someone who might be willing to take on more.

Believes Dawn Montgomery goes to the state library at times and could help.

Kathy notes that she does attend the state library as well.

Shari suggests that we contact those lookup volunteers who have disappeared and not contributed to touch base and see where they are at and if they want to remain on the list.

**Outcome:** Peter to compile a list of those doing lookups who have not been active in the past 12 months. Shari to then draft an email to send from the secretary's address to touch base and identify those volunteers who are no longer interested so that we can remove them from our list and also from the freelist email list.

## 2. Indexer List

Shari would like to contact the indexers on the list who have not contributed to the website this year. Also proposes a regular “check in” where we reach out to the index list and let them know what we’re up to, numbers of uploads, lookups, who has been doing a lot of work etc. Where the committee are, what we’re looking to do in the next few months and critically – are people around, does anyone need anything from the committee, anyone taking a break and need a fill in while they’re gone etc. John will send Shari a link to the folder that holds the data she needs so that she can access it for her emails to indexers at any time.

**Outcome:** Shari to compile the data, draft and send the email to the inactive indexers.

Also to draft and send an email for the list as a whole to touch base with everyone at the beginning of 2026 and see who intends to stay on with us and outlining things we can do to help and how they can contact us etc.

## 3. Social Media

Shari advises of her plans for social media in 2026.

Given that the page hasn’t been active this year, a recent post has had 3-4 potential indexers. Plans on spending 2026 recruiting new indexers and programs through FHS where we can get back indexing done etc.

Targeted posts for funeral home indexing recruitment and keeping the community involved in what we’re doing.

Offering to give talks in person and by Zoom & for Shari to attend events in person within about 5 hours of her home in Nowra.

John proposes to abolish the “Social Media Subcommittee” as it was originally a way to get Shari into the committee meetings and as she’s now Secretary she’s managing Social Media as part of her role and the subcommittee isn’t required.

Other committee members agreed.

**Outcome:** Subcommittee is now closed. Shari to maintain social media and keep committee in the loop of any changes.

## 4. Annual Report

John confirmed that everyone had read the Annual Report and asked if there was business arising, which there weren’t. No further action required.

### **Treasurer’s Report**

Kathy says that we are not looking as good as last year, but still good.

John pointed out that we did receive a couple of large donations last year, so we are doing quite well really.

We've spent \$8 since the report was compiled.  
John made note of some recipients of weekly datasets not donating and he'll forward the Annual Rreport to them to see if they then donate.

## **5. Bill Shute**

John proposes life membership for Bill Shute.  
Bill joined when we were 4 months old as an organisation. He did the Central Coast Express in his first year. He also suggested we start scanning and indexing The Sydney Morning Herald from 1945 onwards, because that's where BDM stopped. He was also a mentor to many new indexers and did an incredible job.

**Outcome:** The committee members all voted in favour of granting Bill Life Membership.

## **6. Plan B Progress**

John has contacted Ruth Graham (SAG CEO) and is awaiting a response. Will follow up in January if there's been no response.  
If SAG decline, there are other possibilities. Possibly Genealogical Society of Victoria who are large enough, and also FamilySearch, who are a free resource which is what we believe in.

## **Other Business**

Pauline asked Shari about an indexer who was retiring due to lack of communication. Shari advised the person was frustrated by lack of response. Shari and John have hopefully resolved this.

Shari suggested that when John (or any committee member) is going to be busy/offline, they'll advise Shari who will then be able to adjust accordingly in communication to others.

Shari thanked Pauline for her training of new indexers and allowing them more than "three strikes and you're out" in an effort to retain good indexers who might just be slow learners.

Pauline mentioned that when issues with any new indexer are encountered working with them for a longer period is an advantage.

Pauline asked John to resend a link to Dropbox to Anita Whittaker who can't access it.

There being no further business, the meeting closed at 6:44pm