



**Minutes of the 68th Annual General Meeting of the Nurses Memorial Centre
22nd October 2018 at 6.00pm**

Chairperson: Dr Elizabeth Lavender, President

Directors in Attendance: Ms Arlene Bennett, Mrs Rochna Banerjee, Ms Angela Doherty, Dr Rowan Story, Prof Maxine Duke, Ms Barbara Green, Ms Cynthea Wellings, Dr Beverley Wood

Opening of Meeting

The meeting opened at 6.00pm

- 1. Welcome and Acknowledgement of Country** Dr Elizabeth Lavender

The President welcomed Members and Directors to the 68th Annual General Meeting of the Nurses Memorial Centre and acknowledged the Traditional Owners as well as their Elders, past, present and emerging.

- 2. Reading of the Notice of Meeting** Ms Arlene Bennett

- 3. Confirmation of Quorum** Dr Elizabeth Lavender

- 4. Apologies**

Apologies: 11 members

Attendance: 14 members

See Annex A – Apologies and Attendance

- 5. Presidents Report** Dr Elizabeth Lavender

For the year ended 30 June 2018.

The President, Dr Elizabeth Lavender presented some key highlights of the circulated 68th President's report to the members present.

Vale

The NMC was notified of the passing of Miss Elizabeth Anne Miller, a life member since 1974.

Board of Directors

As with many NFP organisations the Board has experienced some changes throughout this reporting year.



Resignations

Two Directors resigned in the 2017-2018 financial year. Mrs Karla Freer on 27th September 2017, the immediate past President who steered the NMC most ably through a period of significant change and who has thereafter continued to contribute and support the current President. Dr Cecily MacDougall on 24th February 2018 who brought considerable knowledge and skill to the Marketing and Fundraising Committee.

We acknowledge and thank them for their contribution to the Board.

New Directors

We welcomed the appointment of three new Directors - Ms Barbara Green and Ms C Wellings on 13th March 2018 and Dr Beverley Wood on 17th May 2018.

Directions of the Board

The main focus of the Board this year has been strategic planning, a review of the constitution and renovations of the Centre.

Sub committees

The sub-committees of the NMC work tirelessly to maintain the vision of the NMC and to advance the nursing profession. I want to thank all Committee Members who so generously contribute their time, expertise and enthusiasm to the NMC.

Finance Committee

The Finance Committee continues to be chaired by Treasurer Mrs Rochna Banerjee ensuring transparent financial management and statutory compliance. The NMC thanks her for her hard work and contribution to NMC. Dr Elizabeth Lavender joined the committee in her role as the NMC President.

Thanks were extended to committee members Ms Karla Freer and Ms Cameron Telford for their ongoing commitment and contribution to the committee.

The NMC also thanks the Directors of ACCRU for their advice on investment strategies and Orr, Martin and Waters, Chartered Accountants, for auditing the books of account.

Scholarship Committee

Dr Elizabeth Lavender stepped down as chair of the committee in May 2017. Dr Beverley Wood, a member of the committee for 2 years stepped up to the position of the Chair of the Scholarship Committee.

Thanks were extended to Dr Beverley Wood, Dr Kerry Hampton and Prof Lisa McKenna for their ongoing contribution and the expertise and professionalism they bring to the Scholarship Committee. Professor Maxine Duke will join the committee in 2018 and Dr Elizabeth Lavender will continue as its ex-officio member.

Of the 70 diverse and quality scholarship applications, eleven were shortlisted and interviewed. Eight nurses were awarded Scholarships to fund their studies in 2018.



As always we are grateful to the Australian Legion for providing funding for three Scholarships this year.

Fundraising, Marketing and Events Committee

Mrs Arlene Bennett chaired the committee after the resignation of Dr Cecily McDougall. The contributions of Ms Angela Doherty, Dr Rowan Story, Ms Barbara Green, Ms Cynthea Wellings, Dr Elizabeth Lavender and Ms Krista Montford were noted and appreciated.

The Board proceeded with the committee's recommendation to conduct a Strategic Impact Review through Wendy Brooks to gain direction in developing and implementing fundraising plan.

The current website is not fit for purpose and initial work on updating content has been completed. Plan for website redevelopment are underway.

The NMC logo is being redesigned to better reflect its history and purpose.

History and Heritage Committee

The committee under Ms Arlene Bennett's stewardship works to preserve and promote the legacy of NMC. Thanks were extended to Ms Helen Pickering, Ms Susan Sherson and Ms Emily Malone for their contributions to the committee work.

The committee undertook a stocktake of the memorabilia to better display it in the renovated NMC premises.

A function was held to commemorate the 75th Anniversary of the sinking of the 2/3 Australian Hospital Ship (AHS) Centaur. It was proposed to reinstate the Centaur Scholarship.

Ms Arlene Bennett gave talks to the Altona Historical Society and to PROBUS Nunawading. In addition, two public lectures were also held.

Special Events

Vivian Bullwinkel Lecture

On 24th August 2017, the NMC hosted the 16th annual Vivian Bullwinkel Oration. The event co-sponsored by Monash university, was attended by approximately seventy people and an engaging lecture by Professor Clare Johnson.

Christmas Fair and Afternoon Tea

On Sunday 24th November the NMC hosted its annual fundraiser for members and guests.

Presentation of Scholarships and Awards

On 1st March 2018, the NMC held its annual Scholarships and Awards Presentation Evening. Approximately fifty people were present including family and friends of scholarship recipients, NMC Members and special guests. All recipients spoke about



their area of study or research and its importance in furthering nursing practice. In addition, previous scholarship recipient Mr Paul Gardner presented to the audience.

ANZAC Commemorative Service

The 2018 ANZAC Commemorative Service was held on Sunday 22nd April 2018, another beautiful autumn day. The service was well attended and led by Revd Jill Rennison and the Ode was read by Air Commodore Rowan Story. Over 50 organisations and individuals laid wreaths at the Memorial and guests were invited to afternoon tea and a talk by Col Jan McCarthy.

ANZAC Day Lunch

On 25th April 2018, the NMC opened its doors to those who were marching in the ANZAC Day Parade, or watching and supporting the march at the Shrine of Remembrance.

Donations and Bequests

The Board thanked all those who generously donated to the NMC this year. The NMC has been very fortunate in receiving substantial donations from Ms Dolores Makris for a scholarship in Mental Health in memory of her partner Anne Murray – a former Prince Henry's nurse. Generous donations were also received from The Royal Melbourne Graduate Nurses and NMC members. A reminder that the NMC has Deductible Gift Recipient status and that the NMC is able to accept bequests now by credit card and electronic funds transfer (EFT).

Membership

Membership of NMC as at 30th June 2018 stands at 179 Members (56 Annual Members, 123 Life Members).

Administrative Assistance

The administrative work of the NMC has continued to grow this year, particularly in relation to strategic planning and the centre refurbishment. Mrs Krista Mountford was thanked for her support.

Adoption of the President's Report

Moved: Ms Karla Freer

Seconded: Ms Angela Doherty

Approved by all present

Ordinary Business

1. Confirmation of previous AGM Minutes

Moved: Mrs Karla Freer

Seconded: Ms Arlene Bennett

Approved by all present



2. A. Directors Report, Directors Declaration

Dr Elizabeth Lavender

Directors Report

The director's report presented the directors on the Board during the financial year 2017-18, the operating results (surplus of \$ 102,154), the principal activities of NMC and a confirmation that there were no events after the balance sheet date that significantly impact the operations of NMC.

2. B. Financial Report

Mrs Rochna Banerjee

- The Treasurer went through the report included in the Annual Report and stressed that the NMC was financially sound and had complied with its statutory obligations through the financial year such as ASIC, ACNC.
- The Treasurer informed that there were no post balance sheet events that impact the financial statements presented.
- The Treasurer informed the members that the NMC is in a position to meet its future obligations as they arise.
- The Treasurer informed the members of changes in accounting standards from the next financial year and confirmed there would be no significant impact on NMC's results arising from the change.
- The Treasurer thanked the Auditors for their review and confirmed the NMC had received an unqualified audit report.
- The members were informed that in case NMC was dissolved each member's financial obligation is \$2.
- The Treasurer then opened the floor to questions and closed by thanking the members

Adoption of Directors Report, Directors Declaration and Financial Report

Moved: Diane Whitehead

Seconded: Ms. Helen Pickering

Approved by all present

3. Special Resolution-Constitution

The following resolution was passed as a special resolution

"That the document submitted to the meeting, and for the purpose of identification signed by the chairman of the meeting, is adopted as the Constitution of the Company, in substitution for the present Constitution of the Company (which is repealed).

Moved: Elizabeth Lavender

Seconded: Arlene Bennett

Approved by all present and 5 proxy votes held by the President



4. Special Resolution-Company Name Change

The following resolution was passed as a special resolution
That the name 'The Australian Nurses Memorial Centre' is adopted as the name of the Company, in place of the Company's current name of 'Nurses Memorial Centre'.

Moved: Dr Rowan Story

Seconded: Ms Angela Doherty

Approved by all present and 5 proxy votes held by the President

5. Election of Office Bearers & Board of Directors

The following Board Directors were formally elected as office bearers and Directors for the Centre.

In advance of the AGM 5 proxy votes were received.

a) President: Dr Elizabeth Lavender

Moved: Ms Beverley Wood

Seconded: Ms Cynthea Welling

Carried

b) Vice President: Ms Arlene Bennett

Moved: Ms Elizabeth Lavender

Seconded: Ms Rochna Banerjee

Carried

c) Treasurer: Mrs Rochna Banerjee

Moved: Ms Elizabeth Lavender

Seconded: Ms Karla Freer

Carried

d) i. Director: Dr Rowan Story

Moved: Ms Elizabeth Lavender

Seconded: Ms Rochna Banerjee

Carried

e) ii. Director: Prof Maxine Duke

Moved: Ms Elizabeth Lavender

Seconded: Ms Barbara Green

Carried

f) ii. Director: Dr Beverley Wood

Moved: Ms Elizabeth Lavender

Seconded: Ms Cynthea Wellings

Carried

g) iii. Director: Ms B Green

Moved: Ms Elizabeth Lavender

Seconded: Ms Arlene Bennett

Carried

h) iv. Director: Ms C Wellings

Moved: Ms Elizabeth Lavender

Seconded: Ms Barbara Green

Carried

6. Appointment of Auditors, Messrs Orr, Martin & Waters Dr Elizabeth Lavender

Moved: Ms Elizabeth Lavender

Seconded: Ms Rochna Banerjee

Carried

Dr Elizabeth Lavender thanked everyone for accepting the positions as stated above.

7. Any other business

Dr Elizabeth Lavender

a) Mrs Karla Freer, immediate past President, expressed her appreciation for the work being done by NMC.

b) Guest Speaker: Dr Margaret Flood: 2013 Vivian Bullwinkel Scholarship Recipient
Maggie gave a 10 minute on her recent work, 'Examining post-partum haemorrhage: risk factors, data quality and reporting'.

Dr Beverley Wood introduced and thanked Maggie for updating the members on her work.

Closing of the Meeting

Vote of Thanks

Ms Arlene Bennett

Ms Arlene Bennett thanked the members for their support and the Board for their work. She said that from here on NMC should be looking at 'onwards and upwards'.

Meeting closed

Dr Elizabeth Lavender

Dr Elizabeth Lavender thanked all the members present and the Board for their work and declared the meeting close at 7pm.

Signed as a correct record:



Dr Elizabeth Lavender, President

Date: 14th December, 2018

Annex A.

Attending:

1. Elizabeth Lavender
2. Arlene Bennett
3. Rochna Banerjee
4. Angela Doherty
5. Rowan Story
6. Maxine Duke
7. Cynthea Wellings
8. Beverley Wood
9. Barbara Green
10. Margaret Flood
11. Karla Freer
12. Kay Plymat
13. Kerry Hampton
14. Helen Pickering
15. Larry Gilmour (Orr, Martin & Waters)

Apologies:

- | | |
|--------------------|----------------------|
| 1. Jill Linklater | 7. Beverly Walker |
| 2. Heather Hayes | 8. Shirley Falkinder |
| 3. Emily Malone | 9. Theresa Clarke |
| 4. Margaret Mabbit | 10. Ann Richards |
| 5. Heather Hayes | 11. Elizabeth Foley |
| 6. Jade Odgers | 12. Margaret Peters |