Minutes of the 75th Annual General Meeting of the Australian Nurses Memorial Centre
In person only on Monday 17th November 2025 at 5.30pm

Chairperson: Dr Elizabeth Lavender, President

Directors in Attendance: Dr Elizabeth Lavender, Emeritus Professor Maxine Duke AM, Mr David Balcombe, Ms Barbara Green, Dr Ingrid Brooks, Dr Beverley Wood, Dr Susan Lee, Emeritus Professor Mari Botti AM

Members in Attendance: Emeritus Professor Judith Parker AM, Kay Plymat, Arlene Bennett, Carmel Cleary, Emily Malone, Rob Malone, Elizabeth Allwood, Malu Faatele

Opening of Meeting
The meeting opened at 5.30pm

1. **Welcome and Acknowledgement of Country**
   In the spirit of reconciliation, the Chair acknowledged the Traditional Owners and Elders past and present and emerging and extend our respects to all Aboriginal and Torres Strait Island people.

   The Chair welcomed members, directors, and family representatives of notable nurse, Betty Jeffrey, Emily and Rob Malone to the 75th Annual General Meeting of the Australian Nurses Memorial Centre.

2. **Reading of the Notice of Meeting**
   Notice given 29– 30 October 2025
3. **Confirmation of Quorum**
   A quorum was declared for the 75th AGM with 17 members in attendance
4. **Adoption of Agenda**
   The agenda was confirmed as distributed. **Carried**
5. **Apologies**
   Maggie Flood, Georgina Banks, Anne Britton, Cate Hutchings, Cathy Pizzey, Georgina Barraclough, Karla Freer, Leanne Carlson, Mark Staff, Katrina Swire, Yvonne Laird, Sarah Renshaw, Cynthea Wellings, Dianne Phillips, Helen Pickering, Sandra de Rome, Tricia O'Connor, Elizabeth Foley, Julia Morphet, Judith Congalton, Kathryn Hindell, Rebecca Jedwab, Angela Doherty, Marion Kilvert, Judy Balcombe.

   Moved: Emeritus Professor Maxine Duke AM **Carried**

6. **Confirmation of the minutes**
   The minutes of the ANMC 74th AGM held on Tuesday 18 November 2024 was taken as read and confirmed.

   Proposed: Chair, Dr Elizabeth Lavender
   Seconded: Judy Parker **Carried**

7. **Presidents Report**

Dr Elizabeth Lavender presented some key highlights:

- **Departure of Board Member**: The departure of board member Susan Hogan (July 2025) was acknowledged.
- **Dr. Beverley Wood's Non-renomination**: Dr. Beverley Wood will not renominate for the board but will continue her involvement with the Heritage and Scholarship Committees.
- **Strategic Plan**: The Board continued refining the strategic plan, originally developed in 2018, with a focus on the core functions of commemoration and the awarding of scholarships.
- **Updated Priorities:** The Board updated its priorities with two key goals:
    1. To preserve and protect historical assets, including digitization of archives and heritage preservation.
    2. To strengthen the ANMC's national profile by presenting the Centre as both a living memorial and a forward-looking organization.
- **Modernisation and Efficiency:** To align with Board capacity and improve efficiency, the ANMC now has four core committees:
    - The Executive Committee
    - The Finance, Risk, and Compliance Committee
    - The Scholarship Committee
    - The Heritage Committee
- **Scholarship Program**: The Scholarship Program, chaired by Emerita Professor Maxine Duke AM, undertook significant work this year, including the formation of an Alumni Working Party led by Dr. Susan Lee and generously supported by the Rosemary Norman Foundation.
- **2025 Scholarship Round**: The 2025 scholarship round received a record 88 applications, resulting in 25 interviews and 16 scholarships awarded.
- **Increased Donor Generosity:** There was increased donor generosity for the following scholarships:
    - The Michael Dent Scholarship
    - The Prince Henry's Past Nurses Scholarship
    - The Beth Cuthbertson Award
- **Heritage Committee Reconstitution**: The former History and Heritage Committee has been reconstituted as the Heritage Committee, now with broader responsibilities, including aspects of marketing and donor engagement.
- **Successful Events:** Notable successful events included:
    - The Anzac Commemorative Service
    - The scholarship evening held in March
    - The 80th anniversary of the liberation of Australian Army nurses
    - The 75th anniversary celebrations at Government House, attended by the Governor-General
- **New Partnerships**: Partnerships were established with the Australian College of Nursing Foundation and the Australian Veterans Arts Museum.

- **Anzac Day Drop-In Lunch**: The Anzac Day drop-in lunch was reintroduced after five years. Held in April, it featured a march followed by coffee and sandwiches at the Centre.
- **Vale**: Tribute to two dear friends of the Centre, Mr. Floyd Allen and Miss Diane Whitehead. Their contributions will not be forgotten.

Administration

The administration of the ANMC continues to evolve as we expand our reach. The Board has introduced a new addition to the administrative team, Malu Faatele, as an Administrative Assistant, who will work alongside our Centre Manager, Elizabeth Allwood. Both continue to deliver exceptional work, overseeing everything from venue hire to stakeholder engagement. Their efforts are integral to the Centre's growth and smooth operation. Thanks to them both for their hard work and dedication.

Closing Remarks

The Chair took the opportunity to thank all Board and Committee members for their continued support. The passion and commitment they have shown are a testament to their confidence in the future of the Australian Nurses Memorial Centre.

The Chair moved that the President's Report be accepted.
Seconded: Susan Lee **Carried**

The Chair introduced Treasurer, Mr David Balcombe

8. **Financial Report**

   Treasurer David Balcombe presented the 2024–25 financial statements:
   - Strong surplus achieved; total assets exceed $4 million.
   - Additional funding from Weary Dunlop Foundation acknowledged.

   The Treasurer opened the floor to questions, and Mr. David Balcombe was asked to clarify details about the Bin Scheme. As a result, more information will be shared with all members of the ANMC to provide clarity and encourage participation.

   The Treasurer moved that the President's Report be accepted.
   Seconded: Arlene Bennett **Carried**

9. **Election of Office Bearers & Board of Directors**

   The following individuals were formally elected as Office Bearers and Directors for the 2025-2026 financial year at the Australian Nurses Memorial Centre. Dr. Ingrid Brooks presented the nominations:

   a. **President** – one nomination – **Dr Elizabeth Lavender**
      Seconded: Judy Parker **Carried**
   b. **Vice President** – one nomination – **Emeritus Professor Maxine Duke AM**
      Seconded: Beverley Wood **Carried**
   c. **Treasurer** – one nomination – **Mr David Balcombe**
      Seconded: Mari Botti **Carried**

The Chair presented the next order of business: to elect two Directors who retiring by rotation and have accepted nominations for election to continue to serve:

a. **Ms Barbara Green**
   Seconded: Kay Plymat **Carried**
b. **Dr Ingrid Brooks**
   Seconded: Barbara Green **Carried**

10. Appointment of Auditors

Zenith Audit & Assurance Pty Ltd who being eligible offer themselves for appointment.
Seconded: Ingrid Brooks **Carried**

11. Any other business

There being no other business, the Chair declared that the 75th Annual General Meeting of the Australian Nurses Memorial Centre closed.

There being no further business, the meeting was declared closed at 6.03pm

Signed as a true and correct record of the 75th AGM
On Monday 16th November 2026

Dr Elizabeth Lavender
ANMC President