

The Joanna Briggs Foundation Inc

Management Committee Teleconference

Wednesday 2nd March 2011

Present: Alison Kitson (AK) Chair
Judy Lumby (JL)
Tiffany Conroy (TC)
Jill White (JW)
Noel Lindsay (NL)
Margaret Harrison (MH)
Alan Pearson (AP) as ex-officio member
Taicea Agnew (TA)

Apologies: Morankar Sudhakar (MS)
Lisa Hopp (LH)
Leslye Long (LL)
Mellick Chehade (MC)

Welcome

AK welcomed Taicea Agnew, the School of Nursing, University of Adelaide, Business Manager, who will join the meeting to discuss Item 2, Update of Winding Up of the Foundation.

1. Minutes from previous meetings

Minutes from the previous **Management Committee Meeting** were approved. AK noted that there will be a change in the actions after additional information had come to light since the last meeting.

AGM

FM to add AP as present and LL as apology in the AGM Minutes. The AGM minutes were approved.

2. Update on Winding Up of the JBF

2.1 Memorandum from School Business Manager

The Foundation received a memo from the School Business Manager from the School of Nursing, UoA. This was after a request was made by AK to review the findings so far and what should be done hereafter. A copy of the memo will be attached to the minutes.

To summarise, it was found that:

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- The JBF did not have to Transfer Activities as agreed at the previous meeting as the Foundation has been set up in a new format within the University framework and policies. Furthermore, it did not need to be audited because it does not have a turnover of \$500, 0000 per annum.
- JBF was originally set up to fund activities of JBI, but JBI has been supporting JBF using funds from the JBI International Research Fund, which is how the confusion arose of the Foundation having funds.
- The University had advised that it would be wise to Wind Up the Foundation in its original format and start over.
- This Committee will need to pass a members special resolution to approve the winding up of the Foundation by appointing a member of this Committee to complete the 9C form, with additional documentation to be submitted to the Government of South Australia Office of Consumer and Business Affairs (OCBA).
- This form is to be used on the basis that JBF have assets worth less than \$5000. OCBA will then notify the public (through the Gazette) of JBF winding up. Once the advert has been placed, the wind up process should take approximately 3 months to finalise.

AP supported and advised that in the past it was agreed that any money raised by JBF had been deposited into the JBI International Research fund. Previous reports of funds in past Minutes were in reference to funds in the JBI account, not JBF.

The Committee agreed that the \$35,000 minuted as JBF funds at the last meeting was incorrect. This means that the JBF has no assets and can proceed with the Form 9C.

Action: JW approved and NL supported to pass the special resolution to Wind Up the Foundation and appoint a member to complete the process (Form 9C). AK proposed TC is the member to complete the Wind Up process and NL seconded. TA has agreed to support TC during this process. The Form 9C will be filled out and sent to the OCBA with the Rules of Association and the Minutes from this meeting.

The JBI International Research Fund previously funded staff positions supporting the work of JBF. It was reinforced that JBI could no longer support this. A decision was made after the last meeting that funds were not available to support the work of JBF. This was outlined in letters sent to JL and her response (copies of letters previously sent to Committee Members).

Action: JL reiterated her offer of continuing in her role as Director on a *pro bono* basis for 2011 and then review the situation. AK thanked and acknowledged the work that JL did.

2.3 Appoint Public Officer

It was noted that in the last meeting JL had agreed to be the Public Officer. Unfortunately as JL does not reside in SA, this request was declined.

AK nominated TC to be the Public Officer and MH seconded. TC accepted the nomination and it was resolved to note this acceptance.

2.4 Withdrawal of application of funding

JL has sent proposals to:

Rockerfeller Foundation
Boeing Foundation
BHP Biliton South Africa
Perpetual Trust Foundation
Harold Mitchell

Action: it was resolved that JL should now withdraw those applications and notify them of the change of structure but ensuring that we contact them once the new foundation is ready to proceed.

3. Updates on Luncheon Series and other fundraising initiatives

JL reported that Kerry O'Brien has agreed to speak but it has been difficult confirming a date. This will be difficult to organise now for the proposed date of May.

AK asked AP to update the Committee on the JBI Convention being held in Adelaide in November. There will be a World Series Great Debate including speakers Carmen Lawrence, the former Minister for Health, Richard Aedy, presenter of ABC Radio, Rowan Carrick, Asia-Pacific Editor of The Australian and Lisa Hopp. Lawrie Oakes has been asked to Chair the debate but is yet to confirm.

Action: AP agreed that any JBF fund raising events during the Convention would be supported and can be added to the Program. Zoe Jordan will be the JBI contact.

Action: NL, AK, JL and LL to meet with Zoe Jordan to come up with a fundraising event during the Convention

Action: Attempt to secure a date with Kerry O'Brien but have contingency plan in place.

Action: NL, AK, LL and JL to plan fund raising event strategy to share at the next meeting.

Agreed: There will be some form of event between the Management Committee and the Advisory Committee members during the November convention.

JL suggested getting a large prize, raffle a car, or a trip, possible to run at November Convention. NL suggested a holiday home for a week. The Development and Alumni Office process all donations and issue tax receipts. AP used the Queen Elizabeth Hospital as a great example of successful fundraisers. They have a Committee committed to fundraising. The challenge for the JBF is that the funds raised will be going outside of Australia. We do need some strong advocates in Australia. The key group that we need to be targeting is the world wide family of the JBI. They know our business. We need the JBI Centres to start raising funds throughout the year and then hold an annual event at the JBI Convention.

Prof Jill White had to leave the meeting. AP announced that Prof Jill White was nominated in the Australia Honours List.

4. Update on donations from Chicago

Most forms have been received and this action is almost complete. Currently, there are four forms still outstanding.

MH said that from her perspective, it may have been better to donate what they spent on auction items rather than the funds raised from the items at the auction. The items bought for the auction cost more than what was raised. The question is would people donate the money instead?

Action: to discuss at the next Management Committee: what is the most cost effective ways of raising money?

5. Date and time of next meeting

Wednesday 6th July at 7.30am (CDT)