



A member of the Australian Cancer Society
A.M. MB. BS. Hon. LL.D. FRACP. FRACMA

of Victoria



CAN-CAN

6 September 1

49-616

Mrs M. Webs
319 Thompsc
Lower Temp

(CANCEL
CANCER)
CORRESPONDENCE

Dear Myriam,

I'm sorry about Can Can. Probably it's best that we all simmer down for a few months and see how we feel about the future.

I'm really writing this letter to let you know just how much we do appreciate the effort and enthusiasm you've put into Can Can over the years. Although things fell apart recently that doesn't alter the fact that you've been a very successful group of people and you've raised us a lot of money.

Thanks very much.

Yours sincerely,

Nigel Gray
Director

CAN-CAN

Anti-Cancer Council of Victoria



6 September 1988

49-617

Mrs L. Marriott
111 Canterbury Road
Canterbury 3126

Dear Lesley,

I'm just writing to say thanks to you for all the work you've done for Can Can and us over the years. It's a pity things fell apart this year but such earthquakes are not unknown on the social planet.

It's probably a good thing to sit and think about it for a few months before we make any decisions. However, I'd like you to know how grateful we all are, especially me personally, for what you've done.

Yours sincerely,


Nigel Gray
Director

CAN - CAN

SECTION

ACCV RECORDS

Anti-Cancer Council of Victoria



6 September 1988

49-618

Mrs C. Scherrer
37 Avoca Street
South Yarra 3141

Dear Carolyn,

I'm writing to say how sorry I am that Can Can fell apart recently. There's nothing that can be done when events like this overtake us. However, I do want you to know just how much I appreciate what you've done for the Anti-Cancer Council during your association with Can Can and that we remember you with the greatest fondness.

Perhaps we can have some new thoughts about the future at a later stage, although it might be best to let things simmer down for a while.

Yours with thanks.

Yours sincerely,

Nigel Gray
Director

CAN - CAN

RECEPTION



6 September 1988

49-615

Mr B.F. Hribar
21 Madden Street
Albert Park 3206

Dear *Brian*,

I read your letter with care and I'm sorry that you feel as you do. I can certainly understand that you and Jane are unhappy about the outcome and I'm also very sorry that after all the hard work you've put in things no longer seem workable.

There's not much more to say because it's really water under the bridge as of now. However, I would like to repeat that we are very grateful for all the goodwill and enthusiasm that Jane in particular put into the activities of Can Can as well as yourself.

I wish you good luck for the future.

Yours sincerely,

Nigel Gray
Director

CAN - CAN

RECEPTION
ACCV RECORDS

B.F.HRIBAR
21 Madden St.
ALBERT PARK 3206
05/09/88

Dr.Nigel Gray
Director
Anti-Cancer Council of Victoria
1 Rathdowne Street
CARLTON SOUTH 3053

Dear Dr.Gray,
In response to your letter 29 july 88 reference 49-452,
I wish to express my utter amazement at your actions and that of
Beverley Lovegrove,as they breach all of the basic principles of
management.Your actions have not only destroyed the position of the
President of the Can-Can Task Force but also that of all other
Presidential appointments of your other fund raising committees.By your
actions not only have you taken on the position of President but you are
also inviting all committee members to question your authority.
The issue at hand was a simple disciplinary matter in which Beverley and
yourself should have supported the President namely Jane.It should have
been a simple matter to discuss the issue with Jane if you wanted to be
informed of the facts . You and Beverley should have told Myriam Webster
and Lesley Mariot that they were to settle the matter with Jane and Jane
alone and not have tried to have " an each way bet ".
In conclusion the remarks in your letter " The issue here is not lack
of devotion from you to us or us to you," are hollow and inconsistent with
your actions.I would suggest therefore, that if your intention is not to
have other committees go the way of Can Can that you and your key staff
undertake management training and particularly study procedures and
conduct,and above all show and give loyalty.

Yours faithfully



B.F.HRIBAR.

Anti-Cancer Council of Victoria



29 July 1988

49-542

Mrs Jane Hickman
President
Can Can Task Force
21 Madden Street
Albert Park 3205

Dear Jane,

I've had a discussion about the Can Can Ball with Bev Lovegrove and Adrienne Holzer. We seem to be in a position where Can Can is in a touch of disarray.

I can't conceive that a satisfactory ball could be run in circumstances where we lack harmony and consensus.

Since the time of the ball is approaching so quickly I've advised Adrienne and Beverley that we should cancel the ball for this year. If it's possible to recreate the harmony of yore, we could perhaps think about having another go in May next year in association with the national fundraising event.

I'm sure this decision will cause some disappointment but there appears to be no alternative at this time. Please understand that we recognise the great devotion which every member of Can Can brings to us. The issue here is not lack of devotion from you to us or us to you, it seems to be disharmony.

Hopefully the troubled waters will settle down and we can reorganise ourselves for 1989.

With my very best wishes.

Yours sincerely,

Nigel Gray
Director

c.c. Members of Can Can Committee

CAN CAN TASK FORCE MEMBERS - 1988

PRESIDENT:

Mrs Jane Hickman
21 Madden Street
ALBERT PARK 3205

(B) 699 5750
(H) 690 9879

VICE PRESIDENT:

Mrs Carolyn Scherrer
37 Avoca Street
SOUTH YARRA 3141

(B) 241 6531 or 241 6530
(CAR) ~~007 331 658~~
(H) 018 323193 (car)
✓ 820-0904

SECRETARY:

Mrs Lesley Marriott
111 Canterbury Road
CANTERBURY 3126

(H) 836 0997

TREASURER:

Mrs Myriam Webster
319 Thompsons Road
LOWER TEMPLESTOWE 3106

(H) 850 5335
(B) 481 3200
481 3978

Mr Branko Hribar
21 Madden Street
ALBERT PARK 3205

(H) 699 5750
(B) 699 2922

~~Mark: PERSONAL
Mr Tim Coughlan
Rosella Lipton
1490 Ferntree Gully Road
KNOXFIELD 3180~~

(B) 765 1700

Mr Ron O'Dwyer
391 Burke Road
GLEN IRIS 3146

(H) 20 2925

NB: Mrs Myriam Webster - (BUSINESS ADDRESS)
420 Hoddle Street
CLIFTON HILL 3068

September 12, 1985

40-X-026/2

MEMORANDUM TO: Beverley Lovegrove

FROM: Nigel Gray

=====

Apropos your question as to what CanCan's brief actually is.

Attached is a copy of the guidelines I wrote for Margherita when they were first set up. There wasn't any doubt in my mind that they were a fundraising auxiliary. The job of raising awareness of the ACCV activities and achieving our public education targets, belongs to David Hill.

This is not to say that good publicity isn't valuable nor that good publicity and media cover may be an important concomitant of CanCan's fundraising.

CanCan are really raising funds very efficiently, with high profits and low costs. The opposite is quite common in the social arena and we're jolly lucky they are so efficient.

I realise that Fabian doesn't think much of our PR and I did make quite a few attempts to sit down with her and talk about it. However, we weren't able to get together and we dropped the initiative. It's my own opinion that PR is of considerable importance **in relation to our objectives**, i.e. I think we need to be seen as a hard-working, effective, volunteer based, charitable body, involved in public education programs, research, and giving the government policy advice. It has never been our view that we should be seen as a high-flying social charity, although our attitude is perfectly consistent with the sort of publicity CanCan has achieved so far.

I am still happy to take input from Fabian about our PR but I don't see it as CanCan's job to be entering that field. In particular, I might emphasise that we are the most prominent anti-smoking organisation in the country and a lot of our profiling has to do with this position. We can't, and never will be able to walk away from this issue - it's 30% of male cancer deaths and 15% of female cancer deaths.

I am happy to talk further at any time.



Encl: NJG lr

... Dr. T. H. Hurley, OBE, MD, FRACP.
... Mr. D. H. Hume, B. Com.
... Scientific Committee: Professor B. W. Holloway, D. Sc., F.A.A.
... Committee: Mr. J. T. Ralph, F.A.S.A.
... Education Committee: Mr. W. A. Dick, B. Com., FCA.
... Welfare Committee: Acting Chairman: Dr. T. H. Hurley, OBE, MD, FRACP.

Anti-Cancer Council of Victoria

March 9, 1984

CANCAN



REGISTRATION
90 JOLIMONT STREET
EAST MELBOURNE
AUSTRALIA, 3002

TELEPHONE: 654 2411
Cables: ACCOVIC MELBOURNE

Telex: VCCG AA 34158

Director: Dr. Nigel Gray A.M.
MB, BS, FRACP, FRACMA.

305X04C

Mrs. Margherita Bednar
11 Sarah Crescent
TEMPLESTOWE 3106

Dear Margherita,

In response to your questions and my commitment to put a few basic concepts on paper. You might like to consider the following as guidelines and modify them as you think fit. -

1. Objectives It's useful to have objectives. The Committee agreed that their objective was to raise money and that this may require increasing awareness of our activities.

2. Awareness

Cancer affects 1 person in 3 during their lifetime which means that almost everyone is aware of it and most of the population have some experience with it. It's the most feared of all diseases. We try to transmit factual information (we have umpteen publications in the Resource Centre) but not to engender fear. We hate publicity which uses words such as - "this scourge - dreadful - fearful - fatal - cancer scare" - etc.

There is **not**, however, enough awareness of who we are, what we're trying to do and what we use money for. Our major programs are set out in the letter which all your Committee Members will receive (copy attached);

In summary, fear exists; awareness of the disease exists; awareness of what we are trying to do about it is inadequate but willingness to give is demonstrably widespread. Therefore, the basic job of your Committee is to design systems of collecting money from willing givers - there's no need to frighten people into giving merely to collect.

3. Our Image

We classify ourselves as "professional". This means we don't like to be too glossy. We like to be seen as an effective, working organisation and we very much like our supporters to know what work we do.

4. We are a volunteer based organisation

All our Committees are volunteers and we're able to achieve about twice as much effective work because of this. We also have a lot of other volunteer activists (the letter writing program).

It's normal practice not to have commercial arrangements with any committee member without this being declared in the minutes of an appropriate committee - I usually pass any such note on to the Executive Committee.

5. Taboos

There aren't many. However, under no circumstances can we solicit or accept anything from the tobacco industry. Alcohol is also a cause of cancer although only when taken in very high doses; it's not therefore a taboo but we don't solicit gifts from the alcohol industry and we don't take part in activities which promote the product. In summary, there's nothing wrong with raffling champagne but we can't raffle cigarettes.

6. Constitution

It isn't necessary to be formal. You could, however, consider some simple rules which make things easy for you -

- (a) Try not to change the dates of meetings. Members get cross if they've made the commitment and have to be listed as an apology.
- (b) Consider a system whereby you request an apology for any non-attendance at a meeting. Three meetings unattended means automatic deletion from the Committee unless leave of absence has been granted - this is a simple way of letting people who lose interest drop off without trauma. Anyone who goes overseas for 6 months can be given leave of absence.
- (c) Elections - Terms of office can be flexible but you ought to have an election every 2 years.
- (d) You said to your Committee that they were going to be asked to work, not give money. This is quite important. We ask people to donate their services, stamps, phone calls etc., and we can't pay your parking tickets. However we can do your mailing and typing.
- (e) We're not at all reluctant to have staff help where it's sensible, e.g. typing, mailing. However, staff members are not in a position to chivvy volunteers so it's best that they don't hold any office or be given this sort of task.

7. Meeting Procedures

- (a) There are long books about this. I like to keep it simple. Generally I see it as the chairman's job to extract consensus from the meeting either with or without a vote and to make sure the secretary has been presented with a coherent statement of what's been decided, so that the minutes can be accurate.
- (b) Meetings should stick to time because volunteers get irritable at being kept late. This can be achieved by putting thought into agendas and deleting unnecessary items, e.g. "correspondence". It's easier for a volunteer committee to function if the chairman takes responsibility for all the minor decisions and simply informs the meeting.
- (c) An Executive (e.g. President, Vice-President, Secretary and Treasurer) can organise a very efficient meeting if they themselves meet first to prepare the agenda; to decide what issues they want to present to the meeting; to decide what decisions are required and, in some cases, to put recommendations which, where non controversial, can shorten discussion enormously.
- (d) Ideas - They're far better scribbled on paper and pre-circulated. We can type them and send them out with the agenda. Sometimes a note asking for them before the agenda is created will stimulate people.
- (e) I want everybody to be a worker, but meetings should also be fun - we try not to turn them into parties but if you want tea, a sandwich, or a drink after, please say so.

Yours sincerely,



Nigel Gray
Director

September 9, 1985

1. Fabian Dattner feels that CanCan are moving away from what she understood the purpose of forming the committee was. She believes that whilst it is necessary for them to raise funds, it is also important for them to have good media exposure at an awareness level. By this she means highlighting the work of the Anti-Cancer Council.
2. Fabian has from time to time reminded CanCan and myself that she is professionally trained in P.R. She feels Margherita Bednar is unfamiliar with the best way to use professional P.R. people and she is annoyed that the committee have not used Beverley Pinder who offered her services free for the Ball. CanCan have instead chosen to use the P.R. provided by the Regent Hotel and say they don't want too much publicity prior to the Ball as they don't expect trouble selling the tickets.

Margherita is looking for glossy exposure of events at the Ball in magazines and social notes.
3. It appears likely that Fabian, who has not been attending meetings regularly, might resign from the committee. She has offered her services to the ACCV for P.R. if we can use her.
4. I find Fabian very difficult to contact, as she seems to work at a breakneck pace and is frequently absent interstate for weeks at a time. At present Fabian is away for a week.
5. Can the ACCV use Fabian Dattner in any other way?

dedicated to meeting
ness of the need for
the Anti-Cancer Council
an abbreviation of the words
ncar.

Mrs. Margherita Bednar
Mrs. Jane Hickman
Mrs. Mynam Webster
Mrs. Miss Fabian Dattner
Joan Evans
Leslie Marnott
Mrs. Lyn Marnott
Mrs. Carolyn Scherrer

ANTI-CANCER COUNCIL OF VICTORIA
1 Rathdowne Street
Carlton South
Australia 3053
Telephone: 662 3300



From Bev
FIO

August 16, 1985

Miss Beverley Pinder,
Beverley Pinder Promotions,
C/- Suite 36/65 Queens Road,
MELBOURNE, 3004.

Dear Beverley,

I am very sorry if I upset you by my frankness regarding cancelling of the pre-publicity for the coming 'IN THE PINK' Ball.

There obviously was some communication breakdown because we voted against that, and agreed on as much publicity coverage on the night and after the Ball as possible.

Our aim is to show the public that a serious organisation such as the ACCV can have a good time, as well as encourage the right mental attitude towards life. We also feel that pictures taken of prominent ACCV figureheads dancing and participating in the auction would have a more general appeal and hopefully encourage people to feel free to participate in any event that we or the ACCV will hold in the future, and also associate the 'IN THE PINK' Ball with the ACCV forever.

Regarding the resume you prepared, we feel that it would give two wrong impressions -

1. That we are hoping to sell the Ball which we feel quite comfortable that we have no worries about.
2. That any publicity mentioning fur, such as last year, will bring more protests from different groups and put more pressure on the ACCV, which quite frankly they can do without.

...../2

We appreciate very much your generous offer to promote the Ball and know you would do an excellent job. However, if it is going to put more pressure on your valuable time, we would understand since we are all in the same boat.

I look forward to your earliest reply.

Yours sincerely,

Margherita Bednar.

Margherita Bednar (Mrs.)
President

c.c. Fabian Dattner
Jane Hickman

Rear-Admiral Sir Brian Murray, KCMG, AO, Governor of Victoria.
KCMG, OBE, MS, FRCS, FRACS, FACS, D.Sc. Punjabi (Hon.)
B. Com., FCA.
B. W. Holloway, Ph.D., D.Sc., F.A.A.
Dr. T. H. Hurley, OBE, MD, FRACP.
Mr. D. H. Hume, B. Com.
Scientific Committee: Professor B. W. Holloway, Ph.D., D.Sc., F.A.A.
Committee: Mr. J. T. Ralph, F.A.S.A.

November 21, 1984
Anti-Cancer Council of Victoria



KEOGH HOUSE
1 RATHDOWNE STREET,
CARLTON SOUTH
AUSTRALIA, 3053
TELEPHONE: 662 3300
Cables: ACCOVIC MELBOURNE
Telex: VCCG AA 34158
m-13
Director: Dr. Nigel Gray A.M.
MB, BS, FRACP, FRACMA.

Miss Fabian Dattner
Deputy Managing Director
Furimports Pty Ltd
380 Hoddle Street
Clifton Hill 3068

Dear Fabian,

I will be in Vienna next week but will be back on December 3. It would be nice if you and Margherita could have lunch with David Hill and myself some time after that and could have a look around the office at the things we actually do (as promised).

Judy O'Leary will ring you while I am away and try and find a time. I have given your love to June.

Cheers.

Yours sincerely,

Nigel Gray
Director

cc: M. Bednar, D. Hill,
B. Lovegrove

1st November, 1984.

Dr Nigel Gray
Anti-Cancer Council
7th Floor
270 Flinders Street
MELBOURNE VIC 3000

Dear Nigel,

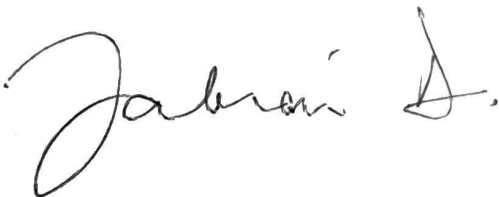
It was good to see you and Ann at the Regent on Saturday and I trust the Anti-Cancer Council are pleased with the money raised - at this stage it looks around \$45,000. Rest assured we will not sit back on our laurels and wait for the same time next year before we do anything.

For 1984 we have now raised approximately \$58,000 and that is basically since March. We are meeting tonight to set a realistic target for the balance of the financial year.

I trust you haven't forgotten your promise to show myself and Margurita (I haven't spoken to her about it but I am sure she will want to very much) around the Council's various operations as soon as it is convenient. I think both of us need a fairly thorough education.

I look forward to seeing you soon. Give my warmest wishes to June and Keith when they arrive.

Warmest wishes,



FABIAN DATTNER (Miss)
DEPUTY MANAGING DIRECTOR

fd;mr

14, 15
12 NOV 1984

Agency Rear-Admiral Sir Brian Murray, KCMG, AO, Governor of Victoria.
CMG, OBE, MS, FRCS, FRACS, FACS, D.Sc. Punjabi (Hon.)
Dick, B. Com., FCA.
Professor B. W. Holloway, Ph.D., D.Sc., F.A.A.
Committee: Dr. T. H. Hurley, OBE, MD, FRACP.
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Committee: Mr. J. T. Ralph, F.A.S.A.

Anti-Cancer Council of Victoria



November 1, 1984

KEOGH HOUSE
1 RATHDOWNE STREET,
CARLTON SOUTH
AUSTRALIA, 3053
TELEPHONE: 662 3300
Cables: ACCOVIC MELBOURNE
Telex: VCCG AA 34158
Director: Dr. Nigel Gray A.M.
MB, BS, FRACP, FRACMA.

m-9

Mr. Ken Loomes
Banquet Manager
Regent Hotel
15 Collins Street
Melbourne 3000

Dear Mr. Loomes,

I can't remember ever going to a dinner dance before and receiving such an elegant dinner as the one provided for the "Can Can" Ball on October 27. Our thanks to you and your staff.

Best wishes.

Yours sincerely,

Nigel Gray
Director

SERIES
BOX
988

Rear-Admiral Sir Brian Murray, KCMG, AO, Governor of Victoria.
CMG, OBE, MS, FRCS, FRACS, FACS, D.Sc. Punjabi (Hon.)
B. Com., FCA.
A. W. Holloway, Ph.D., D.Sc., F.A.A.
Dr. T. H. Hurley, OBE, MD, FRACP.
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Committee: Professor B. W. Holloway, Ph.D., D.Sc., F.A.A.
Mr. J. T. Ralph, F.A.S.A.

Anti-Cancer Council of Victoria



November 1, 1984

Miss Fabian Dattner
Stephen Dattner Furs
380 Hoddle Street
Clifton Hill

KEOGH HOUSE
1 RATHDOWNE STREET,
CARLTON SOUTH
AUSTRALIA, 3053
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Director: Dr. Nigel Gray A.M.
MB, BS, FRACP, FRACMA.

m-8

Dear Fabian,

The "Can Can" Ball was a real tour de force and this is just a personal note to say thanks for all the obvious and effective effort that went into it.

Apropos PR, when things settle down a little I would like to suggest you sit down with David Hill and myself to discuss the issue in a bit more depth.

Cheers and thanks.

Yours sincerely,

Nigel Gray
Director

BOX

... Admiral Sir Brian Murray, KCMG, AO, Governor of Victoria.
... OBE, MS, FRCS, FRACS, FACS, D.Sc. Punjabi (Hon.)
... FCA.
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... Committee: Professor B. W. Holloway, Ph.D., D.Sc., F.A.A.
... Mr. J. T. Ralph, F.A.S.A.

Cancer Council of Victoria



November 1, 1984

KEOGH HOUSE
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TELEPHONE: 662 3300
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Director: Dr. Nigel Gray A.M.
MB, BS, FRACP, FRACMA.

m-7

Mrs. M. Bednar
11 Sarah Crescent
Templestowe 3106

Dear Margaret,

The "Can Can" Ball was a pretty astonishing success. I would like to express my formal thanks for a superb piece of organisational effort. I would be very grateful if you would pass our thanks and congratulations on to the whole Committee. We haven't had a Ball since I have had this job and it's very satisfying that the first one was so successful.

Best wishes.

Yours sincerely,

Nigel Gray
Director

SERIES

Admiral Sir Brian Murray, KCMG, AO, Governor of Victoria.
OBE, MS, FRCS, FRACS, FACS, D.Sc. Punjabi (Hon.)
FCA
Holloway, Ph.D., D.Sc., F.A.A.
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Mr. J. T. Ralph, F.A.S.A.

Cancer Council of Victoria



November 1, 1984

KEOGH HOUSE
1 RATHDOWNE STREET,
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MB, BS, FRACP, FRACMA.

m-10

Mrs. Myriam Webster
45 Dale Street
Bulleen 3105

Dear Myriam,

The "Can Can" Ball was a great success, a lot of fun and my spies tell me that you had a lot to do with the number of tickets sold.

Thanks for all that effort.

Best wishes.

Yours sincerely,

Nigel Gray
Director

CanCan

June 7, 1984

m-4

MEMORANDUM TO: John Ralph, Tom Hurley, Allan Dick

FROM: Nigel Gray

The CanCan committee is sending entree cards to those people who pay in advance for their ball. It says something like ... "smokers, boozers, gourmets, seducers - come one and come all, to the CanCan ball"

I pointed out to them that we might get some criticism for that, but I didn't feel it appropriate for me to interfere on such an issue, as they are obviously trying to establish a bright, amusing image for the evening.

I have told them to go ahead. I hope we don't get any flack but at least it will do something for our wowser image.

N. G.

Dr. T. H. Hurley, OBE, MD, FRACP
Mr. D. H. Hume, B. Com.
Committee: Professor B. W. Holloway, D. Sc., F.A.A.
Mr. J. T. Ralph, F.A.S.A.
Committee: Mr. W. A. Dick, B. Com., FCA.
Committee: Acting Chairman: Dr. T. H. Hurley, OBE, MD, FRACP.

Anti-Cancer Council of Victoria

March 9, 1984



93 JOLIMONT STREET
EAST MELBOURNE
AUSTRALIA, 3002

TELEPHONE: 654 2411
Cables: ACCOVIC MELBOURNE

Telex: VCEG AA 34158

Director: Dr. Nigel Gray A.M.
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305X04C

Mrs. Margherita Bednar
11 Sarah Crescent
TEMPLESTOWE 3106

Dear Margherita,

In response to your questions and my commitment to put a few basic concepts on paper. You might like to consider the following as guidelines and modify them as you think fit. -

1. Objectives It's useful to have objectives. The Committee agreed that their objective was to raise money and that this may require increasing awareness of our activities.

2. Awareness

Cancer affects 1 person in 3 during their lifetime which means that almost everyone is aware of it and most of the population have some experience with it. It's the most feared of all diseases. We try to transmit factual information (we have umpteen publications in the Resource Centre) but not to engender fear. We hate publicity which uses words such as - "this scourge - dreadful - fearful - fatal - cancer scare" - etc.

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5. Taboos

There aren't many. However, under no circumstances can we solicit or accept anything from the tobacco industry. Alcohol is also a cause of cancer although only when taken in very high doses; it's not therefore a taboo but we don't solicit gifts from the alcohol industry and we don't take part in activities which promote the product. In summary, there's nothing wrong with raffling champagne but we can't raffle cigarettes.

6. Constitution


It isn't necessary to be formal. You could, however, consider some simple rules which make things easy for you -

- (a) Try not to change the dates of meetings. Members get cross if they've made the commitment and have to be listed as an apology.
- (b) Consider a system whereby you request an apology for any non-attendance at a meeting. Three meetings unattended means automatic deletion from the Committee unless leave of absence has been granted - this is a simple way of letting people who lose interest drop off without trauma. Anyone who goes overseas for 6 months can be given leave of absence.
- (c) Elections - Terms of office can be flexible but you ought to have an election every 2 years.
- (d) You said to your Committee that they were going to be asked to work, not give money. This is quite important. We ask people to donate their services, stamps, phone calls etc., and we can't pay your parking tickets. However, we can do your mailing and typing.
- (e) We're not at all reluctant to have staff help where it's sensible, e.g. typing, mailing. However, staff members are not in a position to chivvy volunteers so it's best that they don't hold any office or be given this sort of task.

7. Meeting Procedures

- (a) There are long books about this. I like to keep it simple. Generally I see it as the chairman's job to extract consensus from the meeting either with or without a vote and to make sure the secretary has been presented with a coherent statement of what's been decided, so that the minutes can be accurate.
- (b) Meetings should stick to time because volunteers get irritable at being kept late. This can be achieved by putting thought into agendas and deleting unnecessary items, e.g. "correspondence". It's easier for a volunteer committee to function if the chairman takes responsibility for all the minor decisions and simply informs the meeting.
- (c) An Executive (e.g. President, Vice-President, Secretary and Treasurer) can organise a very efficient meeting if they themselves meet first to prepare the agenda; to decide what issues they want to present to the meeting; to decide what decisions are required and, in some cases, to put recommendations which, where non controversial, can shorten discussion enormously.
- (d) Ideas - They're far better scribbled on paper and **pre-circulated**. We can type them and send them out with the agenda. Sometimes a note asking for them before the agenda is created will stimulate people.
- (e) I want everybody to be a worker, but meetings should also be fun - we try not to turn them into parties but if you want tea, a sandwich, or a drink after, please say so.

Yours sincerely,



Nigel Gray
Director

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Cancer Council of Victoria



March 21, 1984

Mrs M. Bednar
11 Sarah Crescent
Templestowe 3106

Dear Margherita,

We had a staff discussion this week on the subject of smoking policies about staff, visitors, volunteers and others.

I think the issue is quite an important one for us as a cancer organisation, since one-third of the cancer in Victoria is due to smoking.

It's also important because of our role as an exemplar body. We have tried to stay away from the militants in this field but have managed to run, by and large, a smoke free building. A few of our volunteers and one or two staff members are smokers - they generally resolve the situation by smoking outside the building but not in it.

When we move to our new offices we are anxious to make the whole building a non smoking area. We are also anxious not to do this in a militant fashion nor to be prohibitive. We will, however, be putting up notices stating the policy and asking visitors, staff, committees and volunteers to cooperate.


Knowing you have a lot of smokers on your committee I thought I should clarify our position with you - I am not sure whether it's an issue which would warrant discussion or not.

There is, however, another point we should perhaps establish at this time. Our role as an exemplar organisation is widely know. We would be subject to severe criticism if we were entertaining say, the Governor, at a public function and anyone representing us was smoking.

I don't think this poses any problems - it merely needs to be considered when things are being planned. I always think it's better to have clarity. I don't imagine there are any difficulties.

Unfortunately I have another commitment on Monday, so won't be able to attend your next meeting.

Yours sincerely,



Nigel Gray
Director

cc: BL, AJH, JRalph