

THE AUSSIE HANDS FOUNDATION INC

PUBLIC OFFICER'S REPORT

2004

BOARD OF MANAGEMENT - MEMBERSHIP 2004

G Serpell	President
E Serpell	Public Officer, Vice President, Treasurer, Secretary, Event Manager
J Mohn	Event Manager (resigned Jul 2004)
M Bresciani	Multi-Media Consultant
M Winter	Marketing/Financial Consultant
E Luca	Editor (resigned Aug 2004)

Parent Representatives: M Campbell, A & S Mitchell, J & A Mohn

J Duncan - Occupational Therapist (Royal Children's Hospital) has agreed to continue to remain liaison person, offering advice on Occupational Therapy services and pass relevant Aussie Hands information/requests from Aussie Hands to Hand Surgeons and patients visiting the Hand Clinic at the Royal Children's Hospital, Melbourne.

Fiona McClure has volunteered many hours on finalising our website data in readiness to hand over to Professional Editor, Mick Kannegieser, who will donate his services to the Foundation.

Geoff Serpell has volunteered his expertise in completing grant applications this year.

GRANTS

<i>Date</i>	<i>Funding Organisation</i>	<i>RESULT</i>	<i>Amount</i>
16 June 2003	Lord Mayor's Charitable Fund	PENDING from AGM 29 Aug 2003	
25 Sept 2003	Lord Mayor's Charitable Fund	SUCCESSFUL	\$2000
20 April 2004	Brencorp Foundation	UNSUCCESSFUL	
22 April 2004	Department of Human Services Disability Services Division	SUCCESSFUL	\$2,500
16 June 2004	Perpetual Philanthropic Foundation	UNSUCCESSFUL	
18 June 2004	RACV Foundation	UNSUCCESSFUL	
22 June 2004	The Ian Potter Foundation	UNSUCCESSFUL	
6 May 2004	Volunteer Small Equipment Grants Round 1	UNSUCCESSFUL	
1 Aug 2004	Volunteer Small Equipment Grants Round 2	SUCCESSFUL	\$3280.82
25 Aug 2004	Lord Mayor's Charitable Fund	SUCCESSFUL	\$2000
25 Aug 2004	Freemasons Public	UNSUCCESSFUL	

Many thanks to Geoff Serpell for his assistance in completing most of the submissions above. His expertise and advice on completing the applications forms were greatly appreciated.

Moya White has agreed to assist the Foundation with grant applications in 2005. She will receive 10% of successful grants.

FUNDRAISING EVENTS

Because I devoted more time to submitting Grant Applications earlier this year, I could only manage to organise one Fundraiser this year. The 2nd Trivia Night was held at The Maritime Union of Australia where 55 people attended and approximately \$4700 was raised. Refer to Report (Attachment A)

FUTURE EVENTS

On the 20th of November, Paul Jamieson 'The Music Man' will entertain children at The Maritime Union of Australia.

Melissa Campbell has advised that she would like to take on the role as Event Manager in 2005 and hope to organise a Fundraising event in October 2005 with expected attendance of 200 people. She has also offered to also assist in applying for Corporate Funding/Sponsorship.

EXPOSURE

Carnivale of International Volunteers, 7 Dec 2003
Photo attached (Attachment B)

FINANCE

A big thank you to Nunzio Panella from the Oxford Accounting Group who prepared our Taxation Statement for the year ended 30 June 2004. Income and Expenditure Reports are in detail in TAHF AGM 3/04. I am very grateful to Nunzio who has donated his services once again to the Foundation.

RMIT

Logo, Brochure, Stationery and Website were designed by RMIT - Project completed Aug 2004.

The Logo was launched for the Trivia Night on the 2nd of October 2004. Also, a letter (using the logo) was used to the Lord Mayor's Charitable Fund (for grant received), and flyers for the Paul Jamieson concert. Unfortunately, stationery was not printed in colour. However, steps have been made to sign a contract with Franklin Digital Colour Printers, 17 Ormond Ave, Sunshine (Tel: 9310 2900, 9311 1900) to commence printing of the logo, stationery and brochure. This contact has been made available via Melissa Campbell.

Logo
Attachment C

Stationery (Draft)
Attachment D

Brochure (Draft)
Attachment E

The file from RMIT was completed in August 2004.

Indeed, recognition to 'RMIT - the works' : Michael Bloom - Designer 2005, Lorraine Conway - Studio Manager and Tony Gilevski - Creative Director for their dedication to the Foundation. No doubt, the logo will represent us in the future with many thanks to the Designer of the Logo - Myrna Suwarno.

Thanks to Mery-anne Winter for her expertise in proofreading and advising on the text for our brochure and stationery layout/design.

TELEPHONE

9354 0324 was established as a fax/phone number with Telstra on November 2003
9354 0324 is a multiple number of 9354 2235 (my personal phone number)
9354 0324 pays \$6 per month rent with Telstra because it is a multiple number of 9354 2235

Aussie Hands is now listed in Telstra white pages (free charge) and can be searched via internet or directory assistance

An extra charge would be charged if the Foundation is listed under PO Box 8, Coburg. In order to save costs, the Foundation is listed under 5 Shackell Street, Coburg, 3058. Printed stationery will have the PO Box 8, Coburg address listed.

EQUIPMENT

With the success of our small equipment grant received (\$3280.82) on 25 August 2004, Anthony Mohn assisted in choosing the right equipment for the Foundation from ACER. The Foundation now has :

Aspire T310 Standard Model MFG 1100	2213.23
ACER AC711B 17" Black CRT monitor MFG 1100	200.00
GST	241.22
BROTHER MFC 3420C	349.00
LC800BK Ink Cartridge	35.00
LC800Y Ink Cartridge	25.00
LC800C Ink Cartridge	25.00
LC800M Ink Cartridge	25.00
Verbatim Data Life Plus CD-R 1X - 52X	25.00
Shintaro Shock Flash Disk 512 MB	125.00
Data Cable USB 2.0 (3mtr DC-CAU403)	12.00
GST	56.44
TOTAL	3331.89

ACHIEVEMENTS

Fundraiser - increased awareness and raised \$4700 (thanks due to Melissa Campbell)

I attended two courses since our last AGM at Genetics Network Services Victoria, located on Level 10, Royal Children's Hospital, Melbourne.

Creating a Brochure
How to approach the Media

Both these courses were most beneficial for me to attend on behalf of the Foundation.

Volunteer day - Aussie Hands represented all day on screen at Federation Square, Melbourne on 7 Dec 2003

GOALS

BROCHURE

Commence printing and distribution - Dec 2004

WEBSITE

Launch by Dec 2004

DATABASE

Start entering database for distribution list (of brochure)

ACKNOWLEDGEMENTS

HOTKEY has donated once again internet access to the Foundation - for this, I am very grateful to Noel Prictor, HOTKEY Monash.

Thanks to Anthony Mohn for his assistance in purchasing new equipment for the Foundation (grant received by Australian Government - Volunteer Small Equipment Grant Round 2).

Big thanks to Melissa Campbell for her commitment in ensuring that sufficient donations were provided to raise funds for the Trivia Night held on 2nd of October. The success of the Trivia Night was due to her enthusiasm and motivation.

Marco Bresciani provided technical support at the Trivia Night. A Paul Jamieson video and music was played for attendants to participate in fundraising activities. Thanks to Marco.

Mary-Anne Aitken (Group Leader, Genetics Education Unit, Murdoch Children's Institute Research Institute and Education Consultant, Genetic Support Network of Victoria) assisted with the text and layout design of the brochure. I would like to acknowledge her expertise in ensuring the brochure was completed professionally.

In closing, I would like to thank Board members for their contribution(s) over the last year - particularly to Mery-Anne Winter, Marco Bresciani, Melissa Campbell, Anthony and Jeannedarc Mohn.

I hope that we can continue to work well together again in 2005 to further enhance the aims and objectives of the Aussie Hands Foundation.

MISSION STATEMENT

To provide support for children and adults with hand differences by giving advice on appropriate education programs, special equipment, medical and community resources.

Elizabeth Serpell
PUBLIC OFFICER
29 October 2004